

Board of Directors, Board Packet 3/14/2024



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Lord Fairfax Soil and Water Conservation District

Meeting Agenda

March 14, 2024

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

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

10:35 4. SECRETARY REPORT – Sarah Fleming

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY24 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

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

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

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

PERSONNEL COMMITTEE RESPONSIBILITIES

Semi-Annual and End of Year Staff Evaluations: *To be conducted by the **Personnel Committee**; actions are to be recorded in the Board meeting minutes.*

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

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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



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MINUTES

The February 8, 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
Randy Buckley
Jack Owens
Kermit Gaither
Reid Hoak

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Madison Coffey
Sam Shelton
Allyson Ponn
Ben Loyd

Associate Directors

Stephanie Shillingburg

Absent Directors or Staff:

Paul Burkholder
Corey Childs
Justin Mackay-Smith
Emma Bricker
Mark Huddleston
Ed Pendelton
Ira Richards
Sabrina Heltzel

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS
Bobby Clark, Extension

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

Introduction of Guests: Bobby Clark, on behalf of Va Cooperative Extension



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Chairman’s Report:

- We were able to check off several items on our Grant Deliverables page this month. Thanks to the Committees for getting these items completed.
- The Chairwoman reiterated the importance of Committee Participation.
- Shared 2 articles with the Group.
 - Top 10 Things to Know About Ag Carbon Markets
 - Chesapeake Bay Journal: How Well are Ag BMP Projects Helping the Bay

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

Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie shared that she and Sarah will be participating in the Positive Pay training next week. Enrolling in this program is a proactive step in check fraud prevention.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

- **A Finance Committee was held February 8, 2024, at 9:00am.**
 - The Purchasing Policy & Desktop Procedures were reviewed.
 - The Credit Card Policy was also reviewed. It was decided to request a slight increase to our credit limit.
 - Allyson Ponn presented a request for LFSWCD to act as the fiscal agent for Jr. Rangers Camp to be held at Seven Bends State Park. A dedicated line item would be added to the Budget for tracking purposes.
 - Nick Livesay presented information on the purchase of needed field equipment in the form of a laser transit unit. This would give staff the ability to survey property alone vs requiring multiple staff on one site. We could then also use current equipment at another site, giving them more availability.

Motions for the above items are as follows:



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MOTION: Board approval to proceed with request to increase the spending limit for the District Credit Card account from \$7,000 to \$10,000. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval to add a line item and act as Fiscal Agent for Jr. Ranger Camp at Seven Bends State Park. An agreement will be written and signed by LFSCWD’s Allyson Ponn and Megan Dellinger, Park Ranger (Seven Bends) that upon dissolve of the Camp the remaining funds will be donated back to Friends of Seven Bends. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval for the spending of up to \$1,500 for the purchase of a laser transit unit and carrying case. Motion made by Randy Buckley, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

- **The Finance Committee will meet on April 11, 2024, at 9:00am** prior to the monthly Board to discuss the upcoming FY25 Budget
 - Committee Chairs please submit any budget request you may have for FY25 by March 31,2024.

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.



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Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Will be renewing her Certification.

Senior Conservation Specialist, Nick Livesay:

- Busy with EJAA updates.

Conservation Specialist, Madison Coffey:

- Will be contacting participants to let them know who their point of contact will be while she is on leave.

Conservation Specialist, Sabrina Heltzel

- Absent at time of meeting.

Conservation Specialist, Ben Loyd

- Attended the Va Forage and Grasslands Conference at BRCC. Is interested in earning his Forage and Grasslands Certification.
- Coming up on his 6-month “Workiversary”

Conservation Technical Assistant, Sam Shelton

- Lots of VCAP interest and follow up.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Lots of planning for events.
- Will be sending out a master list of upcoming events and happenings.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

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

MOTION: Board approval of SL-7 contracts 13-24-0005, 13-24-0076, 13-24-0079 with associated conservation plans. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		



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MOTION: Board approval of SL-1 contracts 13-24-0080, 13-24-0078, 13-24-0077. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval of SL-6 contract 13-24-0057 with associated conservation plans. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval that participant Gochenour has the appropriate NMP and Conservation Plan for Equipment Tax Credit. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval of letter of support for SVCC to National Fish & Wildlife Federation. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		



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Dam Safety & Conservation Easements - Jim Fagan

- Working on setting up a kickoff meeting since the committee merge and new director participation.
- Committee members please respond to the Doodle Poll sent by Dana.

Education & Information – Joan Comanor

- The committee will meet following today's Board.
- Ally has sent out the Newsletter, Great Job!

Legislative – Paul Burkholder

- Mr. Burkholder was absent from the meeting.
- Group discussion of General Assembly and Budget
 - Updates are being posted approx. every 2 weeks.
 - No budget items have been decided yet.

Personnel – Joan Comanor

- Mid-year Personnel Reviews were performed on February 6, 2024.
- The Minutes of the 2/6/2024 Personnel Committee Meeting were handed out during the 2/8/2024 Board Meeting for review.
- Phase 2 Directors Training will be held after the Area I Meeting on March 13, 2024.

Operations – Justin Mackay-Smith

Ally Spoke in Justin's absence.

- The Annual Plan of Work (APW) and Strategic Plan are up for annual review.
 - Final approval will be requested at the June 2024 Board meeting. Request for updates will be forthcoming.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Paul Burkholder

- Mr. Burkholder was absent from the meeting. No report was submitted.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- The February meeting was postponed to a later date – TBA

Shenandoah Pure Water Forum – Mary Gessner

- There are still some grant monies available, if interested in learning more contact them.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent distributed his written report and gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- March 13, 2024, Area I Spring Meeting
 - The Phase 2 Director Orientation will be held at the end of the meeting, 1-3pm. This training is mandatory for New Directors. If you do not participate at this event, you will need to participate at one of the remaining Area Meetings.
- Outreach Event reminder for Grant Deliverables.
- Dam Owners Meeting on February 15th.



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Virginia Cooperative Extension: Corey Childs

- Bobby Clark gave an update on Extension happenings in Corey’s absence.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by James Fagan, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

The meeting adjourned at approximately 11:43am.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

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

January 2024 - June 2024

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
March 14, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Hope everyone successfully sprang forward this Sunday – for me it is usually a 2-week process! An extra challenge this year with the Area I meeting 2 hours’ drive away on March 13 – a real test of willpower to arrive at the beginning of the meeting. Springing forward also means that our fiscal year is nearing the 4th quarter – outdoor educational activities will be in full swing as well as farm visits, updating our annual plan of work and budget while processing bmp proposals. Hope all of you, especially our new directors, have March 21 on the calendar for a field trip to learn more about what our staff does, and especially to see what so many of our acronyms are actually referring to. Thanks to Jim Fagan and Dana for representing Mary and I at the Shenandoah County budget hearing – for the first time in a number of years, the date was moved up and Mary and I both were on travel. In another few weeks, we should hear from all our jurisdictions as they finalize their budgets for next fiscal year, as well as the State. On a discouraging note, I learned this weekend that Spongy (Gypsy) Moth is back in a major way in our area. Shenandoah County has hired a part-time coordinator who will be working with the USFS to arrange for aerial spraying of public and private forest lands.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the January 2024 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Positive Pay is now being used for our Checking Accounts.
- We were informed by Blair Gordon & Debbie Cross with DCR that Districts will now have to verify account balances on a quarterly basis with the Treasury. This has to do with the Public Deposits Act and our accounts being insured. Sarah has set up our account and has reported/verified the first request for Quarter 4 of 2023. This was due by March 31, 2024.
- There will be a Finance Committee meeting April 11, 2024, at 9:00am prior to the monthly Board. We will be discussing the FY25 Budget.
- Committee Chairs please submit your budget requests by March 31, 2024, to Sarah.
- The February 8, 2024, Finance Committee meeting minutes are in the Board Packet for review.
- **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:

- Positive Pay is now up and running. I have typed up the steps for future needs and cross training purposes.
- Districts are now required to verify account balances each quarter with the Dept. of Treasury. This started with the calendar year 2023 quarter 4 with a due date of 3/31/2024. I have set up our account and submitted the need information.
- Researched and purchased QuickBooks Desktop Upgrade. Current software version is no longer supported as of May 2024.

Monthly Happenings:

- Personnel / Staff Review Prep for Feb 6th meeting.
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.

- Staff Meetings.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Payables / Cost Share.
- Geotextile Sales Invoicing.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Assist with BMP Part II's
- Add meeting minutes and calendar items to the Website.

Trainings/Education/Participation:

- Earned 4 recertification credits for SHRM-CP in February.
- Earned .2 CEU for PACE recertification in February.
- March 8th – Virtual SHRM Conference (will earn 6 recertification credits) conference runs 9am-6pm.
- I will be submitting my recertification for PACE (the Professional Administrative Certification of Excellence). Due by 3/31/2024.

**Supervising Conservation Specialist
Dana Gochenour**

Promoting BMPs

- Met with a Warren Co. landowner to discuss potential stream exclusion project
- Water system pre-construction meeting for Woodbine SL-6W (Crooked Run, Warren Co.)
- Completed payment for Morris SL-1s (Shenandoah Co.)
- Accompanied Tim Abbott (VDACS) on an ASA investigation in Frederick Co.
- With Ally, made a presentation on VACS and VCAP to a group of landowners at Blandy Farm (Clarke Co.)
- Worked on conservation plan for DCR Certified Planner review
- Communication with landowner and contractor regarding water system and next steps for Dellinger WP-4LL/SL-6W (Mill Creek, Shenandoah Co.)
- Completed and submitted application for renewal of DCR Nutrient Management Plan writer certification
- Communication with DCR staff regarding adding tax credits in Tracking
- Conversation with a Shenandoah Co. producer about potential addition of concrete pad outside existing poultry houses
- Updated letter of support for SVCC grant application
- Met with a Shenandoah Co. producer interested in a winter feeding facility
- Follow up with a Shenandoah Co. producer about a proposed SL-6W we discussed last fall
- Completed draft water system design for Smith SL-6W (spring, Frederick Co.)

Staff Relations

- 2/1- Conservation Technical Committee
- 2/6- Personnel reviews
- 2/8- Board of Directors meeting, Ed & Info committee meeting
- 2/15- Dam Owner's workgroup webinar
- 2/21- Shenandoah Co. budget hearing
- 2/22- Clarke Co. budget hearing
- 2/22- VASWCD webinar on Internship and HR topics

Also this month:

**Senior Conservation Specialist
Nick Livesay**

Training

- Nutrient Management Planner Exam Review – Midlothian VA
- Took Nutrient Management Planner Exam – Midlothian VA

Promoting BMPs

- Phone call with producer providing TA regarding pond outflow/erosion
- Whetzel (WP-4SF: Sinkoles, Shen. Co.) meeting with producer to discuss sizing and cost
- Visit with producer regarding potential FR-3 (Passage Creek, Shenandoah County)
- Visit with producer regarding potential SL-6W (pond outflow, Clarke County)
- Sizing and estimates for potential WP-4SF/WP-4SF/SL-6W (trib. to NFSR, Shen. Co.)
- Laurel Grove Wine Farm (SL-6W: trib. to Priffitt Run, Fred. Co.) follow up questions from visit
- Visit with potential WP-4LC/WP-4LL/SL-6W (Turkey Run, Shen. Co.) with Sabrina and Ben
- Visit with potential WP-4SF (White Run, Fred. Co.) with Ben
- Gibson (SL-7: Isaac Run, Clarke Co.) developed water stem design packet, pre-construction meeting with Sam
- Surveyed stream crossings for SL-6W (Babbs Run, Fred Co.) with Ben, Madison, and Sabrina
- Developed WP-4 packets for Amanda Pennington with Madison and Ben
- WP-4 preliminary site visits (five farms) with Madison, Sabrina, Ben, and Shannon Gaffey
- Cover Crop visits/checks in southern Shenandoah County
- Call with potential FR-1 (Shenandoah County) to give application information
- Heflin (SL-6W: Slate Run, Warren County) call with producer regarding questions
- Hideaway Farm (WQ-12: Shen. Co.) pre-construction meeting with Madison
- Visit with potential SL-6W/FR-3/FR-1 (Trib to Green Spring Run, Fred. Co.)
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

Education/Outreach

- Tabled/presented at Cultivate Agribusiness Conference at Laurel Ridge Community College with Ally

VCAP

- Correspondence with Blair Blanchette re: VCAP TAC participation
- Correspondence with landowner regarding three potential projects in Winchester

Other Relations

- CTC meeting (02/01/24)
- Mid-year Personnel Review (02/06/24)
- Board Meeting (02/08/24)

**Conservation Specialist
Madison Coffey**

Training:

- None

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- General communication with participants and contractors regarding projects.
- Updated Maternity Leave document with current information relating to each project and assigned a staff member to be the point of contact. Communicated with participants who their POC would be while on leave.

- Initial Site visit with Sabrina on 2/14/2024 for a potential SL-6/SL-7 project in Clarke Co.
- Stream crossing survey with Ben, Nick, and Sabrina on 2/15/2024 for a potential SL-6W project in Frederick Co.
- Site visits with Nick, Sabrina, and Ben on 2/20/2024 for potential animal waste projects in Shenandoah Co to gather necessary information for the follow-up Engineering visits.
- Delivered tax paperwork to Mt. Airy on 2/21/2024 due to mailing issue.
- Prepped site packets with Ben for animal waste engineering site visits.
- Engineering site visits on 2/26/2024 with Ben, Nick, Sabrina, and DCR Engineer for potential animal waste projects in Shenandoah Co.
- Pre-construction meeting on 2/28/2024 with participant and contractors for Hideaway Farm (Shen: WQ-12)
- Reviewed AWMS Plan for Baker (Shen: WP-4)

Other Activities:

- CTC Meeting – 2/1/2024
- Personnel Reviews – 2/6/2024
- Board Meeting– 2/8/2024

Maternity Leave: March - May

**Conservation Specialist
Sabrina Heltzel**

Training:

- Attended the VANTAGE No Till Alliance Conference (February 7th)

Promoting BMPs:

- Springwood Farms follow up visit with NRCS to touch base on progress (February 2nd)
- Follow up visit for application guidance on potential FR-1's in Frederick County (February 6th)
- Drafted plan map and cost estimates for potential FR-1's in Frederick County (February 6th)
- Initial site visit for potential WP-4 LL in Shenandoah County with Nick and Ben (February 13th)
- Initial site visit for potential SL-1 in Frederick County (February 14th)
- Initial site visit for potential SL-6W and FR-3 in Clarke County with Madison (February 14th)
- Stream crossing surveys for potential SL-6W in Frederick County with Ben, Nick, and Madison (February 15th)
- Vaughn tree planting inspection with DOF (February 16th)
- Initial site visit for potential FR-1 in Frederick County (February 16th)
- Animal Waste Management System engineering prep visits with Nick, Ben, and Madison (February 20th)
- Follow up visit for potential SL-7 in Shenandoah County with NRCS (February 22nd)
- Initial site visit for potential SL-6W in Shenandoah County with Ben (February 22nd)
- Animal Waste Management System engineering visits with Amanda Pennington, Madison, and Ben (February 26th)
- Drafted plan map and cost estimates for potential SL-6W and FR-3 in Clarke County (February 28th)
- Follow up visit for potential FR-3 in Frederick County with NRCS and DOF (February 29th)
- Initial site visit for potential FR-3 in Shenandoah County (February 29th)

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

Other Activities:

- Attended Monthly CTC Meeting (February 1st)
- Visited New York and Toronto (February 8th – February 12th)

Conservation Specialist Ben Loyd

Training:

- Virginia No-Till Alliance Annual Conference – 2/7

Promoting BMPs:

- Entered SL-1 into Tracking – Shenandoah County
- Updated plan map and cost estimates for SL-6W – Frederick County
 - Entered into tracking and conservation plan
 - Worked on Variance packet
- Stream Crossing survey with Madison, Nick, and Sabrina for SL-6W – Frederick County
- Revised Water System Design for SL-6W – Shenandoah County
- AWMs Plan with Sabrina for WP-4 – Shenandoah County
- Farm visit with Dana and Brent for possible SL-6W Warren County
- Updated Plan Map and Cost estimates for possible SL-6W – Warren County
- Water system design and pressure worksheet for SL-7 – Frederick County
- Farm visit with Nick and Sabrina for possible SL-6W and WP-4LL – Shenandoah County
- Farm visit with Nick for possible WP-4LL – Shenandoah County
- Site visits with Nick, Madison, and Sabrina for possible WP-4s – Shenandoah County
- Entered SL-6W and SL-7 into tracking – Clarke County
- Farm visit with Sam for possible SL-1 – Frederick County
- Farm visit with Sabrina for possible SL-6 – Shenandoah County
- Prepare engineer visit packets with Madison for WP-4s
- Engineering visit with Madison, Nick, and Sabrina for possible WP-4s – Shenandoah County
- Worked on risk assessments and maps with Madison and Sabrina for WP-4s
- Worked on resource concerns for various projects

Other Activities:

- CTC Meeting – 2/1/2024
- Personnel Reviews – 2/6/2024
- Board Meeting – 2/8/2024
- Dropped off and picked up F-150 for inspection and oil change
- Picked up Jeep from shop

Conservation Technical Assistant Sam Shelton

- No written report received.

Education & Program Support Specialist Allyson Ponn

Education:

- MRGS Research Project mentoring
- Envirothon coordination
 - Local competition, area competition and area training
- Jr Rangers Camp with Seven Bends SP planning meeting
- Signal Knob MS FFA Officer interviews
- Spring semester program scheduling

- JMU student interview
- WCHS Soils Lesson

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Community Engagement call with Blandy Farm
- NV Daily interview – rainwater harvesting
- Smith Creek Watershed website meeting
- Cultivate Agribusiness Conference @ Laurel Ridge Community College
- Shenandoah County BOS presentation
- Clarke County BOS presentation
- Wilding Your Land 2 Blandy

Program Support:

- Cover crop verifications + NMP letters
- Strasburg VCAP Project Partner meeting
- Small Farmer Outreach Program meeting with Roland

Training:

- VAAE Criteria 3.1
- VAAE Conference (3 days)
- VACDE CPC Committee Meeting
- VACDE/DCR/VASWCD 2024 Training Planning meeting

Important Dates:

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

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

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

Motions: will be made for necessary items.

**Dam Safety & Conservation Easements
Jim Fagan**

- There will be a committee meeting on April 11, 2024, following the monthly Board.
- Dana will present the MOU for Joint Procurement – as shown in the Board Packet
 - Due to SVSWCD by 5/15/24

**Education & Information
Joan Comanor**

- We will have a brief meeting following the April board meeting to approve our proposed budget for next year, get updates on Envirothon planning and our required Outreach Event.

**Legislative Committee
Paul Burkholder**

- No written report submitted.

Personnel
Joan Comanor

- No updates at this time.

Operations
Justin Mackay-Smith

- No activity this month.

Northern Shenandoah Valley Regional Commission
Paul Burkholder

- No written report submitted.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum
Mary Gessner

- Next Board meeting will be held March 19 at the Staunton Public Library beginning at 1:00 PM.

Alliance for the Shenandoah Valley
Joan Comanor

- Nothing to report.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

NEW DIRECTOR ORIENTATION:

Per the *FY24 Administrative and Operational Grant Agreement, Deliverable #13*, all new directors are required to complete **Director Orientation within six months of qualifying for office. (June 30,2024)** While Director Orientation is required for newly elected directors, veteran directors are welcome to participate in all phases.

- **Phase I is an online course** available on the VASWCD website <https://vaswcd.org/leadership-course/>. It is comprised of 10 individual modules that can be taken online at any time & they do not have to be completed all at once. Mini quizzes currently on the website are for your own benefit and knowledge, but the **Final Quiz must be completed for credit**. The modules will continuously be reviewed by DCR and VASWCD and revised to reflect updated information, so don't be alarmed if you notice some changes between viewing sessions. Directors may also have group viewings of the online modules and a sign-in sheet should be submitted to your CDC for credit.
- **Phase II is in-person**. Each Area Spring Meeting will have a Phase II session in the afternoon (1:00- 3:00) and will provide an opportunity to hear from experienced Directors about your roles and responsibilities, and a chance to network with your neighboring District Directors. Additionally, a Director Resource Notebook will be provided, and we will review the helpful tools and documents of this notebook during Phase II.
- Director Resource Notebooks: all Directors will receive a Director Resource Notebook!
- **Mark your calendar to attend the Area I Meeting on March 13 or the Area II Meeting on April 17.**
- If a new director has an extenuating circumstance that prevents attendance at their Area Spring meeting, they should contact Blair Gordon, District Liaison at blair.gordon@dcr.virginia.gov or 804-786-1769.

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY24 3rd Qtr. Attachment E and Related Financial Reports:** Due on or before 04/15/24. The Attachment E Excel spreadsheet, Balance Sheet, P&L, and the signed Attachment E should be submitted to the CDC via email. Be sure to double-check before submitting to ensure accuracy. Also, make sure that all payments and monthly interest transactions have been recorded in the AgBMP Tracking Program.
- **Posting approved and signed Minutes to your website: FOIA Requirement:** § 2.2-3707.2. *Posting of minutes for local public bodies. Except as provided in subsection 1 of § 2.2-3707, any local public body subject to the provisions of this chapter shall **post minutes of its meetings on its official public government website, if any, within seven working days of final approval of the minutes.** If a local public body does not own or maintain an official public government website, such public body shall make copies of all meeting minutes available no later than seven working days after final approval of the minutes (i) at a prominent public location in which meeting notices are regularly posted pursuant to subdivision D 2 of § 2.2-3707; (ii) at the office of the clerk of the public body; or (iii) in the case of a public body that has no clerk, at the office of the chief administrator.*
- **FY25 Budget Preparations-** Finance committees should begin preparations for FY25 budgets for SWCD board consideration and approval by June 30.
- **Audit Updates for Period Ending 06/30/23:** The VA Soil and Water Conservation Board (VSWCB) will meet on 03/27/24 and will hold an audit subcommittee meeting prior to the VSWCB meeting. The audit subcommittee will review the information provided by the auditors. Final reports are expected to be released in April.
- **Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. Plan accordingly.
- **Committee Meetings:** As your SWCD schedules committee meetings
 - Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including Personnel Committee meetings, must be advertised to the public and minutes must be taken at each meeting.
 - Remember to reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (Reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
 - A committee report should be presented to the board at the next appointed SWCD meeting.
 - Committee meeting minutes should be handled one of two ways:
 1. Minutes should be approved by the committee at the next committee meeting, OR
 2. Minutes should be approved by the full board at a regular board meeting if no committee meeting is scheduled for the near future.
 - Once approved by the committee or Board of Directors, committee meeting minutes should be signed by the committee chair. Per the grant agreement, committee meeting minutes must be submitted to the CDC.

AG & COST SHARE ITEMS:

- **Please encourage participants to complete their projects in time for payment prior to the close of the fiscal year to reduce carry over into FY25.** Please review Pages II 41 - 44 in the VACS manual. **Practices approved in FY24 that are listed as “two-year completion date eligible” do not need formal board approval prior to the end of this year. Other practices substantially under construction and eligible for carryover will need approval by district boards prior to COB 6/30/24.** Notify Sara Bottenfield by May 15 (**cc me please**) of any projects needing DCR approval prior to district consideration to carry over a third time into a 4th program year. **To review your Carryover Report in Logi go to: Shared Reports > District Year End Reports > Fiscal Year Closeout Reports> Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY25**
- Follow-up for CY23 Random & EOL BMP Verifications: **Continue to work with participants to resolve maintenance issues & update the Verification Module as repairs are completed. Per the FY24 Cost-Share and Technical Assistance Grant Agreements no more than 180 days should pass between initial inspection and repairs being completed.**
- Follow-up for CY23 Random & EOL BMP Verifications: **Continue to work with participants to resolve maintenance issues & update the Verification Module as repairs are completed. Per the grant agreement no more than 180 days should pass between initial inspection and repairs being completed.**
- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** Many VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the *PY24 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current

NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests. Another option is to refer producers to DCR's Direct Pay Program that pays private plan writers to provide plans.

- **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)** Consider checking your records for expired SL-6s, WP-2s and WP-4s for possible CCI sign-up.

GRANT AGREEMENT DELIVERABLES Reminders

- Review of both the FY24 Annual Plan of Work and the Long-Range/Strategic Plan: ***must be reviewed once during the year and recorded in the board meeting minutes.***
- Review of *Desktop Procedures for District Fiscal Operations*: **Has the District Board or the Finance Committee completed the required annual review? That review should be documented in the official minutes.**
- Finance Committee Meetings: **The *Desktop Procedures for District Fiscal Operations* states that the Finance Committee will meet a minimum of two times during the fiscal year.**
- Signed Board Meeting Minutes: **Per the *FY24 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC Conservation District Coordinators are required to maintain copies of the approved, signed board meeting minutes (regular, special-called, and committee). Please continue to email me approved minutes each month. include them in the following month's board meeting packet, or make sure they are posted on your district's website so that I can print them.**
- Ag Community Outreach Event (#17 in FY24 Grant agreement): **If you have already held this event in FY24, please email me and share the specifics about your event. If you have not yet held the required outreach event, now is the time to schedule and start planning that event, as it must be completed by 06/30/24. Be sure to reference Attachment F of the Grant Agreement for full details. I have cut and pasted immediately below a section of Attachment F. Ensure that all the bulleted items are addressed for your outreach event to count.**
 - **Was the outreach event marketed through at least three venues such as a radio spot, local newsprint media, local news broadcast media, social media, flyers, SWCD or partner newsletters, flyers at local farm stores or local cooperatives, or mailers? One of the marketing venues used must be directed towards producers with small farms or producers considered socially disadvantaged.**
 - **Did the event include an introduction to the SWCD (history, mission statement, directors, staff, programs offered)?**
 - **Did the event include a discussion featuring local ag producers who have utilized the VACS Program to install BMPs?**
 - **Did the SWCD notify all partners, including the VSU-Small Farm Outreach Program of the event and a representative from each organization was invited to participate on the agenda?**

UPCOMING TRAINING AND IMPORTANT DATES:

- **Mar 5:** Admin/Ops Committee Zoom Meeting: Special Topic – Desktop Procedures – 10AM –. Register for the zoom at: <https://us02web.zoom.us/meeting/register/tZludO-gpj0tGNVV3PafXObpRIOjuNcFJiWU>
- **Mar 9:** General Assembly adjourns.
- **Mar 9:** Area I Envirothon Training, Bridgewater College
- **Mar 13:** Area I Spring Meeting, Mountain Gateway Community College, Clifton Forge, Host Mountain SWCD
- **Mar 27:** Audit Subcommittee, VSWCB, 9:00 am, Bear Creek Lake State Park, Cumberland
- **Mar 27:** VA Soil & Water Conservation Board, 10:00 a.m., Bear Creek Lake State Park, Cumberland, Virginia.
- **Apr 3:** VASWCD Quarterly Meeting 9:00 am Drury Hotel, Glen Allen <http://www.vaswcd.org/board-meetings>
- **Apr 17:** Area II Spring Meeting, Grelen Nursery, Somerset, VA, Orange County, Hosted by Culpeper SWCD Registration \$35 Registration deadline 4/1/24.
- **Apr 25:** Area II Envirothon, Northern Fauquier Community Park & Sports Complex, Marshall, VA Co-hosted by John Marshall, and Prince William SWCDs
- **Apr 30:** Area I Envirothon, McCormick Farm, Raphine, VA
- **Apr 30:** Director Conservation Chats 6:00 pm Zoom session All Directors are encouraged to participate & hear from your VASWCD leadership team about Association and Foundation efforts, network w/SWCD Directors and discuss important issues. Register: <https://us02web.zoom.us/meeting/register/tZwode2rrjojHd14aK0ks1vTeBf53v0Qp5yd>
- **May 8:** Education Foundation Golf Tournament, at The Hollows Golf Course located in Hanover-Caroline SWCD 10 am start time. Reach out to Kendall Tyree with questions.

- **May 15:** Deadline to notify Sara Bottenfield of carryovers into a 4th program year.
- **June:** PY25 VACS Updates (virtual training required of all CAS users) dates TBD.

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

- ❖ **RUSLE 2 Part C** online training is being rescheduled **RE-REGISTRATION will be required**. Look for email from Carl Thiel-Goin
- ❖ **Conservation Selling Skills: April 4-5**, Central Virginia Community College, Lynchburg, VA
- ❖ **Perennial Stream ID Course: May 15**, 8am-4:30pm, Charlottesville, VA
- ❖ **Nutrient Management Training Schools: Summer 2024**
- ❖ **VA Resource Training: October 15-16**, Online, **Three** virtual sessions over the 2-day period
- ❖ **RUSLE 2: Fall 2024**
- ❖ **DCR Conservation Planner Course - October – November 2024**

Report Electronically sent to SWCDs 3/5/2024.

**VA Cooperative Extension
Corey Childs**

- No written report submitted.

**VA Department of Forestry (DOF)
Matt Wolanski**

- No written report submitted.

**Chesapeake Bay Foundation (CBF)
Matt Kowalski**

- No written report submitted.

**VA. Department of Environmental Quality (DEQ)
Sara Jordan**

- DEQ-VRO Ag Program Updates:
 - A public hearing is scheduled for March 5, 2024 at 6pm at the Piedmont Regional Office of DEQ to receive comments on proposed amendments to the VPA Regulation and General Permit for AFO's. The public comment period began January 15 and ends March 15, 2024. Comments can also be made to Betsy Bowles at 804-659-1913, betsy.bowles@deq.virginia.gov or mailing them to PO Box 1105, Richmond, VA 23218. General Permits expire on November 15, 2024 and will need to be reissued to continue coverage.
 - The Valley Regional Office Ag Program provided a presentation to the VA Poultry Federation's "Lunch and Learn" on February 22, 2024 in Harrisonburg. About 65 poultry growers and poultry industry representatives were in attendance to hear about permitting, poultry litter transfer reporting and general expectations for an inspection.
 - Due to the continued threat of avian influenza, most poultry inspections are records only and on-farm visits are very limited.
 - The Valley Regional Office Ag Program is in the process of hiring another inspector. The program's regional responsibilities are expanding to include the DEQ Northern Regional Office territory and a portion of the DEQ Piedmont Regional Office's permitted dairy and poultry farms.
- Request for Nominations of Surface Waters for Inclusion in the Virginia DEQ Annual Water Quality Monitoring Plan – Submission Deadline: April 30, 2024:
Any person may request a specific body of water be included in DEQ's annual water quality monitoring plan. Requests should include a geographical description of the water body, the reason monitoring is requested, and any water quality data the petitioner may have collected or compiled. Private ponds, privately owned lakes, and other water bodies with restricted public access are not eligible. Learn more at <https://townhall.virginia.gov/ViewNotice.cfm?GNID=2740> . Contact Meighan Wisswell at citizenwater@deq.virginia.gov or 571-866-6494 for more information.

MISC.

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

	Jul '23 - Feb 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Comm. Garden/Harv. Fest. Income	200.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	871.00		
FY 24 VNRCF TA (Base + Add.)	516,184.50		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
Total Income Designated Receipts	526,255.50	568,446.00	92.6%
Undesignated Receipts			
County/City Contributions			
Clarke	9,500.00	9,500.00	100.0%
Frederick	9,487.50	11,500.00	82.5%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	15,000.00	15,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
Total County/City Contributions	64,987.50	67,000.00	97.0%
DCR Annual Operations	236,857.50	315,810.00	75.0%
EOL Varification Earnings	13,000.00		
Interest Income	61,277.76	12,000.00	510.6%
Other Income			
Donations	400.00	400.00	100.0%
Total Other Income	400.00	400.00	100.0%
Sales/Services			
Geotextile			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
Total Geotextile	-41.48	0.00	100.0%
Geotextile Sales	556.89	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
Total Sales/Services	515.41	0.00	100.0%
VCAP	0.00		
VCAP TA	2,400.00		
Total Undesignated Receipts	379,438.17	395,210.00	96.0%
Total Income	905,693.67	963,656.00	94.0%
Gross Profit	905,693.67	963,656.00	94.0%
Expense			
Awards Banquet	2,508.39	3,000.00	83.6%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	4,500.00	6,000.00	75.0%
District Regular Expenses			
Board Expenses	5,572.95	15,000.00	37.2%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VA Assoc. of Cons. Districts	3,592.00		
VACDE	225.00		
Dues - Other	0.00	4,500.00	0.0%
Total Dues	4,592.00	4,500.00	102.0%
Education&Info/Public Outreach			
Display/Ed Material/Brochures	10.53	500.00	2.1%
Ed Staff Training/Conferences	589.00	300.00	196.3%
Envirothon			
Envirothon Expenditures	0.00	1,000.00	0.0%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2023 through February 2024

03/04/24

Cash Basis

	Jul '23 - Feb 24	Budget	% of Budget
Envirothon Grant Expenses	295.52		
Total Envirothon	295.52	1,000.00	29.6%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
Total Scholarships	0.00	2,000.00	0.0%
Total Education&Info/Public Outreach	895.05	4,800.00	18.6%
Geotextile (Expenses)	0.00	1,000.00	0.0%
Insurance	1,164.00	1,500.00	77.6%
Office Expenses			
IT Services & Support / Web	5,351.99	12,500.00	42.8%
Office Equipment	3,975.86	10,000.00	39.8%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,463.68	4,000.00	61.6%
Office Supplies	2,986.61	6,500.00	45.9%
Postage	381.27	1,500.00	25.4%
Telephone/Internet	3,041.71	6,500.00	46.8%
Vacancy Ads	272.00	1,500.00	18.1%
Total Office Expenses	18,473.12	56,500.00	32.7%
Personnel/Staff Expenses			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	313,246.02	653,000.00	48.0%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
Total Personnel/Staff Expenses	313,246.02	655,500.00	47.8%
Staff Boot/Clothing	802.34	2,400.00	33.4%
Staff Mileage/Training	5,563.72	10,000.00	55.6%
Vehicle Gas & Service	3,661.98	5,500.00	66.6%
Total District Regular Expenses	353,971.18	756,700.00	46.8%
Total Expense	360,979.57	766,700.00	47.1%
Net Ordinary Income	544,714.10	196,956.00	276.6%
Net Income	544,714.10	196,956.00	276.6%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of February 29, 2024

03/04/24

Cash Basis

	Feb 29, 24
Dedicated Reserves	
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
Total Dedicated Reserves	1,110,000.00
Operations Funds	
FY 24 VNRCF TA	405,486.48
EOL Varification Earnings	34,918.42
Other Income	
Refunds	775.00
Donations	1,200.00
Total Other Income	1,975.00
Envirothon Receipts	400.00
Envirothon Grant	2,376.33
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
Total Community Garden/Harvest Fest.	4,312.05
Total Special Projects	4,312.05
Sales/Services	1,993.86
DCR Operating Funds	346,264.61
Interest	61,945.76
Local Gov't Funds	52,250.25
Total Operations Funds	923,215.86
Restricted Funds	
VCAP TA	2,400.00
Tracking Program Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2024 CB VACS Transfer (23)	4,920.30
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	2,073,717.37
2023 CB VACS Transfer (22)	428,927.84
2023 CB VACS Transfer (21)	50,060.75
2023 CB VACS	2,203,394.34
2022 CB VACS Transfer (21)	50,924.44
2022 CB VACS Transfer (20)	13,752.00
2022 CB VACS	1,795,000.67
2021 CB VACS	22,887.95
Total WQIA	6,668,632.66
Total Tracking Program Funds	6,668,632.66
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of February 29, 2024

03/04/24

Cash Basis

	<u>Feb 29, 24</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>6,672,391.60</u>
TOTAL	<u><u>8,705,607.46</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,896,387.69
Cleared Transactions						
Checks and Payments - 17 items						
Check	12/14/2023	5252	Sam Shelton	X	-43.80	-43.80
Check	01/23/2024	5273	Andrea Lo	X	-7,000.00	-7,043.80
Check	01/23/2024	5274	Matthew Smith	X	-7,000.00	-14,043.80
Check	01/23/2024	5278	Max Real Group, LLC	X	-307.96	-14,351.76
Check	01/23/2024	5275	Reid Hoak	X	-283.90	-14,635.66
Check	01/23/2024	5277	Queen Street Diner	X	-241.50	-14,877.16
Check	01/23/2024	5276	Shentel	X	-191.22	-15,068.38
Check	01/29/2024	5279	Treasurer, Shenand...	X	-159,597.27	-174,665.65
Check	02/01/2024	5281	Virginia Business Sy...	X	-314.14	-174,979.79
Check	02/01/2024	5282	VACDE	X	-200.00	-175,179.79
Check	02/01/2024	5280	Commercial Press, I...	X	-99.47	-175,279.26
Check	02/06/2024	5283	TeamLogic IT	X	-762.00	-176,041.26
Check	02/12/2024	5287	Card Services	X	-1,186.66	-177,227.92
Check	02/12/2024	5285	Queen Street Diner	X	-289.80	-177,517.72
Check	02/12/2024	5286	Treasurer of Virginia	X	-100.00	-177,617.72
Check	02/12/2024	5288	Sam Shelton	X	-62.01	-177,679.73
Check	02/13/2024	5289	Stephanie Shillingburg	X	-48.24	-177,727.97
Total Checks and Payments					-177,727.97	-177,727.97
Deposits and Credits - 4 items						
Deposit	02/16/2024			X	3,162.50	3,162.50
Deposit	02/23/2024			X	251,014.00	254,176.50
Deposit	02/26/2024			X	75.00	254,251.50
Deposit	02/29/2024			X	7,907.44	262,158.94
Total Deposits and Credits					262,158.94	262,158.94
Total Cleared Transactions					84,430.97	84,430.97
Cleared Balance					84,430.97	1,980,818.66
Uncleared Transactions						
Checks and Payments - 4 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	02/12/2024	5284	Bryce Resort		-4,500.00	-4,578.99
Check	02/26/2024	5290	Shentel		-188.40	-4,767.39
Check	02/26/2024	5291	Mountain SWCD		-160.00	-4,927.39
Total Checks and Payments					-4,927.39	-4,927.39
Deposits and Credits - 2 items						
Deposit	02/28/2018				23.58	23.58
Deposit	04/16/2020				5,000.00	5,023.58
Total Deposits and Credits					5,023.58	5,023.58
Total Uncleared Transactions					96.19	96.19
Register Balance as of 02/29/2024					84,527.16	1,980,914.85
Ending Balance					84,527.16	1,980,914.85

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	1,896,387.69
Cleared Transactions	
Checks and Payments - 17 items	-177,727.97
Deposits and Credits - 4 items	262,158.94
	<u>84,430.97</u>
Total Cleared Transactions	<u>84,430.97</u>
Cleared Balance	<u>1,980,818.66</u>
Uncleared Transactions	
Checks and Payments - 4 items	-4,927.39
Deposits and Credits - 2 items	5,023.58
	<u>96.19</u>
Total Uncleared Transactions	<u>96.19</u>
Register Balance as of 02/29/2024	<u>1,980,914.85</u>
Ending Balance	1,980,914.85

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,204,756.15
Cleared Transactions						
Checks and Payments - 2 items						
Check	01/29/2024	3785	Fay H Dehaven	X	-40,391.18	-40,391.18
Check	01/29/2024	3786	James B. Richards	X	-28,072.00	-68,463.18
Total Checks and Payments					-68,463.18	-68,463.18
Deposits and Credits - 2 items						
Deposit	02/23/2024			X	1,569,702.99	1,569,702.99
Deposit	02/29/2024			X	24,279.41	1,593,982.40
Total Deposits and Credits					1,593,982.40	1,593,982.40
Total Cleared Transactions					1,525,519.22	1,525,519.22
Cleared Balance					1,525,519.22	6,730,275.37
Uncleared Transactions						
Checks and Payments - 1 item						
Check	02/20/2024	3787	Dennis Morris		-5,608.20	-5,608.20
Total Checks and Payments					-5,608.20	-5,608.20
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-5,582.76	-5,582.76
Register Balance as of 02/29/2024					1,519,936.46	6,724,692.61
Ending Balance					1,519,936.46	6,724,692.61

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	5,204,756.15
Cleared Transactions	
Checks and Payments - 2 items	-68,463.18
Deposits and Credits - 2 items	1,593,982.40
Total Cleared Transactions	<u>1,525,519.22</u>
Cleared Balance	<u>6,730,275.37</u>
Uncleared Transactions	
Checks and Payments - 1 item	-5,608.20
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	<u>-5,582.76</u>
Register Balance as of 02/29/2024	<u>6,724,692.61</u>
Ending Balance	6,724,692.61

February 8th, 2024

Minutes – Finance Committee Meeting

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

Seven Bends State Park Camp Proposal

Allyson Ponn presented information with regards to co-sponsoring camp with Seven Bends State Park. She has been collaborating with Ranger Dellinger in planning the camps. Ally reported that we would not be doing Friends of the Shenandoah camps this year as they have no staff currently.

The finance committee agreed for Allyson to present this for approval to the Board today at the meeting.

Equipment Request

Nick Livesay presented information to the committee regarding the need for more sophisticated surveying equipment. He mentioned that he had completed research on pricing, three models, and that he was recommending that we purchase the middle cost proposal for the equipment and purchase a warranty on the equipment.

The Finance committee was in approval of an expense up to \$1,500.00 for the purchase of equipment, Nick will present this to the Board for approval at the meeting today. The funds are available within this fiscal year's budget as verified by Sarah and Stephanie.

Equipment repairs

Nick also mentioned that the Jeep is in the shop for repairs, and it has been having some mechanical concerns. This is something that Operations would work with, so Nick and Dana have been asked to get with the Ops committee for recommendations after the exact cause has been identified and priced out. There may be a need for replacement.

2024 FY Budget

Stephanie will remind each committee and staff member that we need to begin working on the budget and that submissions should be made to Sarah no later than March 31st to allow for an April Finance Committee meeting.

Policy Reviews

Credit Card Policy

Reviewed and changes suggested were to correct the number of cards the district has from 3 to 4. It was also recommended and approved to take to the Board a request to raise the overall limit to \$10,000. This was approved by the committee to present; Stephanie will present during the Finance Committee report today.

Purchasing Policy

The purchasing policy was reviewed, approved by the committee with no changes; Stephanie will report this to the Board today.

Desktop Procedures

The Desktop Procedures were reviewed with no changes, Stephanie will report this to the Board today.

Annual Account Review

Debbie suggested we review the accounts the district holds to be sure they remain in compliance. Stephanie and Sarah will complete this.

Education Reimbursement

The committee discussed the reimbursement of expenses for further education if it is completed in a field that would benefit the district but not required by the position. Several employees are enhancing their education with certifications that are not required of their positions, but we would benefit from the knowledge they are gaining.

Debbie discussed some information she knew from other districts and will see what she can find and get back to us.

Items for February Board Meeting

Report that Finance Committee has reviewed the Desktop Procedures and the Purchasing Policy as required.

Request Approval for participation in Seven Bends State Park camps.

Request approval for the purchase of surveying equipment.

Request budget requests for the next fiscal year be submitted by March 31st.

Next Meeting 9 am April 11, 2024.

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 3/7/2024

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

Call to Order: 10:02 AM Motion by: NL
 Adjourn: 11:13 AM Motion by: RB

Fund Source:	Total funds available after 2.8.2024 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 3/6/2024	Obligated - Paid as of 3/6/2024	Obligated as of 3/6/24	Total Allocation from DCR
2024 CB VACS	\$2,713,860.62	\$48,762.58		\$2,762,623.20	\$516,275.93	\$2,246,347.27	\$5,573,717.37	\$2,811,093.17	\$2,913,708.65	\$5,500,000.00
2024 CB VACS Transfer (2023)	\$0.00			\$0.00	\$0.00	\$0.00	\$4,920.30	\$4,920.30	\$4,920.30	
2024 CB VACS Transfer (2014)	\$0.00			\$0.00	\$0.00	\$0.00	\$25,047.00	\$25,047.00	\$25,047.00	
							Total Obligated for 2024 CB VACS		\$2,943,675.95	
							Percent Obligated for 2024 CB VACS		53.52%	

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

Discussion: cancellations/underbudgets, new project approvals, tax credits, CTC Annual Plan of Work, geotextile sales

Cancellations/Underbudgets

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

2024 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-24-0084	585092	Shen. Co./Long-Term Vegetative Co	SL-1	H	116	28.02	N	\$ 4,134.38				x	Unapproved	NL	
13-24-0084	585091	Shen. Co./Long-Term Vegetative Co	SL-1	H	116	28.59	N	\$ 3,123.75				x	Unapproved	NL	
13-24-0086	585100	Shen. Co./Harvestable Cover Crop	SL-8H	H	112	31.90	N	\$ 1,106.60				x	Unapproved	AP	
13-24-0088	585102	Shen. Co./Small Grain and Mixed Co	SL-8B	H	108	9.39	Y	\$ 15,554.00				x	Unapproved	AP	
13-24-0086	585099	Shen. Co./Small Grain and Mixed Co	SL-8B	H	101	14.62	Y	\$ 4,396.00				x	Unapproved	AP	
13-24-0081	583895	Fred. Co./Afforestation of Crop, Hay,	FR-1	H	81	22.95	N	\$ 30,345.00				x	Unapproved	SH	
13-24-0081	583894	Fred. Co./Afforestation of Crop, Hay,	FR-1	H	81	33.98	N	\$ 36,475.00				x	Unapproved	SH	
13-24-0087	585101	Shen. Co./Harvestable Cover Crop	SL-8H	H		26.61	N	\$ 3,502.80				x	Unapproved	AP	
13-24-0082	584877	Clarke Co./Grazing Land Manageme	SL-10	M	115	33.30	N	\$ 1,875.00				x	Unapproved	SH	
13-24-0083	584933	Fred. Co./Stream Excl. w/ Wide Wid	SL-6W	M	99	21.04	Y	\$ 310,898.73		x			Unapproved	BL	Move to send to Variance Committee to exceed cap
13-24-0083	584926	Fred. Co./Stream Excl. w/ Wide Wid	SL-6W	M	90	16.16	Y	\$ 49,960.88		x			Unapproved	BL	Move to send to Variance Committee to exceed cap
13-24-0058	584623	Clarke Co./Extension of Watering an	SL-7	M	77	33.53	N	\$ 80,388.00				x	Unapproved	BL, DG	
13-24-0058	584621	Clarke Co./Stream Excl. w/ Wide Wid	SL-6W	M	62	17.28	Y	\$ 133,377.50				x	Unapproved	BL, DG	
13-24-0085	585093	Shen. Co./Afforestation of Crop, Hay	FR-3	L	123	23.45	Y	\$ 20,207.90				x	Unapproved	NL	
13-24-0089	585127	Warren Co./Stream Excl. w/ Wide W	SL-6W	L	94	23.72	Y	\$ 173,162.50				x	Unapproved	NL	
13-24-0014	584633	Fred. Co./Afforestation of Crop, Hay,	FR-1	L	85	43.12	N	\$ 8,627.50				x	Unapproved	SH	
<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>								\$ 360,859.61							
<i>Total 2024 CB VACS Contracts presented for approval:</i>								\$ 516,275.93							
Total 2024 CB VACS Funds Approved:								\$516,275.93							

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 3/7/2024

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

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 2/8/2024 Board Meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 3/6/2024	Obligated-Paid as of 3/6/2024
2021 CB VACS	\$5,967.95			\$5,967.95	\$0.00	\$5,967.95	\$22,887.95	\$16,920.00
2022 CB VACS Transfer (2020)	\$13,752.00			\$13,752.00	\$0.00	\$13,752.00	\$13,752.00	\$0.00
2022 CB VACS Transfer (2021)	\$46,274.44			\$46,274.44	\$0.00	\$46,274.44	\$50,924.44	\$4,650.00
2022 CB VACS	\$267,351.14			\$267,351.14	\$0.00	\$267,351.14	\$1,795,000.67	\$1,527,649.53
2023 CB VACS Transfer (2021)	\$43,937.00			\$43,937.00	\$0.00	\$43,937.00	\$50,060.75	\$6,123.75
2023 CB VACS Transfer (2022)	\$106,512.81			\$106,512.81	\$0.00	\$106,512.81	\$428,927.84	\$322,415.03
2023 CB VACS	\$508,226.81		\$ 10,113.69	\$518,340.50	\$0.00	\$518,340.50	\$3,403,394.34	\$2,285,365.38

Ending Balance
 \$5,967.95
 \$13,752.00
 \$46,274.44
 \$267,351.14
 \$43,937.00
 \$106,512.81
 \$1,118,028.96

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

Discussion: cancellations/underbudgets, Morris tax credits

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
13-23-0005	496805	2023 CB VACS	SL-1	\$ 3,123.75	\$ -	Cancelled	NL	cancelled due to planting limitation from drought. Re-signed up for PY24
13-23-0005	496810	2023 CB VACS	SL-1	\$ 4,134.38	\$ -	Cancelled	NL	cancelled due to planting limitation from drought. Re-signed up for PY24
13-23-0020	516524	2023 CB VACS	SL-1	\$ 2,855.56	\$ -	Cancelled	MC	cancelled due to planting limitation from drought. Re-signed up for PY24
				Total of Cancellations and Underbudgets:	\$2,855.56			

2021 CB VACS Fund

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

2022 CB VACS Transfer Fund (2021)

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

2022 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes/Motion Made By	
<i>Total 2022 CB VACS Contracts presented for approval:</i>																
Total 2022 CB VACS Funds Approved:								\$0.00								

2023 CB VACS Transfer Fund (2021)

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

2023 CB VACS Transfer Fund (2022)

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

2023 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes/Motion Made By
13-23-0077	524967	Shen. Co./Long Term Vegetative Cover d	SL-1	M	80	31.85	N	\$ -	\$ 582.69			x	Complete	DG	Overbudget, increased tax amount shown
13-23-0077	524971	Shen. Co./Long Term Vegetative Cover d	SL-1	M	80	29.71	N	\$ -	\$ 191.61			x	Complete	DG	Overbudget, increased tax amount shown
13-23-0077	524973	Shen. Co./Long Term Vegetative Cover d	SL-1	M	80	28.21	N	\$ -	\$ 639.23			x	Complete	DG	Overbudget, increased tax amount shown
13-23-0077	524978	Shen. Co./Long Term Vegetative Cover d	SL-1	M	80	28.54	N	\$ -	\$ 537.15			x	Complete	DG	Overbudget, increased tax amount shown
13-23-0077	524981	Shen. Co./Long Term Vegetative Cover d	SL-1	M	80	29.04	N	\$ -	\$ 359.67			x	Complete	DG	Overbudget, increased tax amount shown
<i>Total 2023 CB VACS Contracts presented for approval:</i>								\$	-						
Total 2023 CB VACS Funds Approved:								\$0.00							

3.7.2024 CTC Meeting Motions and Vote Tally

Motion to begin meeting

Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve the tax credits associated with contract # 13-23-0077

Made by:	NL, JMS
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

DG abstains due to managing project

Motion to recommend that the board approve SL-1 instance 585092 and 585091 under contract # 13-24-0084 and associated conservation plan

Made by:	DG, MC
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

NL abstains due to managing project

Motion to recommend that the board approve FR-1 instance 583895 and 583894 under contract # 13-24-0081 and associated conservation plan

Made by:	MC, BL
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

SH abstains due to managing project

Motion to recommend that the board approve SL-8B contract # 13-24-0088

Made by:	NL, MC
Vote	#
Yay	10
Nays	0
Abstains	0
Motion passes	

Motion to recommend that the board approve SL-8H contract # 13-24-0087

Made by:	NL, MC
Vote	#
Yay	10
Nays	0
Abstains	0
Motion passes	

Motion to recommend that the board approve SL-8H instance 585100 and SL-8B instance 585099 under contract # 13-24-0086

Made by:	NL, MC
Vote	#
Yay	10
Nays	0
Abstains	0
Motion passes	

Motion to recommend that the board approve contract # 13-24-0087, associated conservation plan, and associated grazing management plan

Made by:	JMS, DG
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

SH abstains due to managing project

Include reason for committee member abstaining.

Motion to recommend that the board submit SL-6W instance 584933 and SL-6W instance 584926 under contract # 13-24-0083 to the variance committee for review

Made by:	JMS, MC
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

BL abstains due to managing project

Motion to recommend that the board approve SL-7 instance 584623 under contract # 13-24-0058 and associated conservation plan

Made by:	MC, NL
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

BL abstains due to managing project

Motion to recommend that the board approve SL-6W instance 584621 under contract # 13-24-0058 and associated conservation plan

Made by:	MC, JMS
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

BL abstains due to managing project

Motion to recommend that the board approve FR-3 contract # 13-24-0085 and associated conservation plan

Made by:	JMS, MC
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

NL abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0089 and associated conservation plan

Made by:	RB, DG
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

NL abstains due to managing project

Motion to recommend that the board approve FR-1 instance 584633 under contract # 13-24-0014 and associated conservation plan

Made by:	NL, BL
Vote	#
Yay	9
Nays	0
Abstains	1
Motion passes	

Motion to delegate authority to LFSWCD staff to make edits to the CTC Annual Plan of Work on behalf of the Conservation Technical Committee members

Made by:	NL, MG
Vote	#
Yay	10
Nays	0
Abstains	0
Motion passes	

Motion to adjourn

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

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR JOINT PROCRUMENT OF ENGINEERING SERVICES
TERM CONTRACT**

LEAD DISTRICT: SHENANDOAH VALLEY SOIL AND WATER CONSERVATION DISTRICT

PARTICIPATING DISTRICT: Insert District Name Here

PROJECT: TERM CONTRACT FOR ENGINEERING SERVICES FOR DISTRICT OWNED DAMS

DATE: Insert Date of Board Approval or Signature Here

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to clearly define the roles and responsibilities of the Shenandoah Valley Soil and Water Conservation District (Lead District) and the interested Soil and Water Conservation District (Participating District) with regards to a joint procurement effort for professional services, as defined by §2.2-4301 of the Code of Virginia, for District-owned dams. Engineering services provided as a result of the Request for Proposal (RFP) and subsequent term contract(s) may be utilized by the Lead and/or the Participating Districts for projects funded through the Soil and Water Conservation District Dam Maintenance, Repair, and Rehabilitation Fund established pursuant to §10.1-611.1 of the Code of Virginia as well as other funding sources.

Roles and Responsibilities:

The Lead District will develop, advertise and administer an RFP for engineering services for District-owned dams. The Participating Districts will provide information and input as needed to the Lead District to assist with the RFP process including, but not limited to, the evaluation of proposals received in response to the RFP. The Lead District will ensure the list of Participating Districts, as well as the list of individual dams eligible to participate, will be included in the RFP. The Lead District will select at least one suitable engineering firm (“Consultant”) for a term contract through the RFP process, negotiate terms, and develop a final contract document for execution by the parties. Any contract extensions or modifications will be at the discretion of the Lead District's Board, with input from Participating Districts, as necessary. The Participating Districts will be subject to the terms and conditions of the contract agreed upon by the Lead District's Board and the Consultant, and must formally agree to the contract by a recorded vote during a District Board meeting. The Participating District will work directly with the Consultant, independently of the Lead District. The Participating District will submit a scope of work for their project directly to the Consultant and will be responsible for providing project oversight, negotiating project costs and making payments directly to the Consultant. The Participating Districts are not required to use the Consultant for projects and reserve the right to issue RFPs or purchase orders to other engineering firms under term contracts at its sole discretion, based on its evaluation of the qualifications, expertise, current workload, capabilities, performance record, location or distance to the projects, and other factors as may be pertinent to the particular project.

Timeframe:

This MOU will run for the duration of the contract between the Lead District and the selected engineering firms including any contract extensions.

AGREED TO BY:

Insert District Name Here Soil & Water Conservation District
Participating District

Shenandoah Valley Soil & Water Conservation District
Lead District

Authorizing Signature: _____

Authorizing Signature: _____

Printed Name/Title: _____

Printed Name/Title: _____

Date: _____

Date: _____

Date Recorded in Minutes: _____

Date Recorded in Minutes: _____

LFSWCD ED & INFO COMMITTEE MEETING MINUTES
February 8, 2024

Committee Members Present: J. Comanor, S. Fleming, K. Gaither, M. Gessner, D. Gochenour, A. Ponn

The meeting was called to order at 12:04 pm at the Strasburg Community Center.

1. The committee discussed plans for the 2024 Envirothon. Allyson presented the Clermont Farms contract to the committee and informed everyone of the \$100 fee. She has sent out the registration forms to all of the high school contacts and has begun requesting station judges. She will have the signup sheet for the Board of Directors at the March meeting.

The committee recommended contacting former Associate Director Bud Nagelvoort to act as an Oral Presentation Judge since the competition will be in Clarke County.

Sarah asked the committee about lunch options. Allyson mentioned various pizza places in Berryville, but if it came down to it, there was a Little Ceasars down Route 7 in Winchester. She mentioned the low cost for the pizza last year and plans to get the additional items at Costco.

The committee discussed the upcoming dates of all Envirothon competitions. Allyson plans to volunteer at the Area training, Area competition and State competition.

2. The committee discussed the DCR Grant Deliverable Attachment F Outreach Event plan. Allyson informed the committee of her meeting with Roland with VSU. He informed Allyson that he currently was not working with any farmers in our area.

The committee discussed various options for events, including the type, location, target audience. The committee set a goal to host the event in May. Allyson is going to try and set a date as soon as possible so she can market the event at upcoming presentation.

3. The committee discussed upcoming plans for the Director Orientation Day, scheduled for March 21st. Dana informed the committee of the agenda she envisioned for the event. Allyson mentioned having contacted Happenings for lunch catering. They will remind all directors to attend at the March board meeting.
4. Allyson informed the committee that the VASWCD/LFSWCD Scholarship and YCC applications were live on the website.
5. Allyson informed the committee on the list of upcoming events this Spring and Summer. She plans to end this list out to all District Board and staff and invite all to attend.
6. Joan asked the committee about updates to the Budget. Allyson and Sarah informed the committee that there was not a need to increase any line items. Joan asked Allyson to send the budget to the Finance Committee for PY2025 approval.

7. The committee agreed to briefly meet after the April Board of Directors meeting. The committee will debrief Envirothon and select scholarship winners. In order to keep the meeting brief, Allyson will send all scholarship applications to the committee before the meeting for review.

There being no further business, the committee adjourned at 1 pm.

Respectfully submitted,
Allyson Ponn