

Board of Directors, Board Packet 4/11/2024



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Lord Fairfax Soil and Water Conservation District

Meeting Agenda

April 11, 2024

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

- Board Minutes
- Committee Minutes (if any, as presented in the Board Packet)

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

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

FINANCE COMMITTEE RESPONSIBILITIES

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

PERSONNEL COMMITTEE RESPONSIBILITIES

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

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

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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



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MINUTES

The March 14, 2024, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

- Joan Comanor
- Mary Gessner
- James Fagan
- Justin Mackay-Smith
- Randy Buckley
- Jack Owens
- Kermit Gaither
- Reid Hoak
- Paul Burkholder
- Mark Huddleston

Associate Directors

- Stephanie Shillingburg
- Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

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

LFSWCD Staff Members

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

Absent Directors or Staff:

- Emma Bricker
- Corey Childs
- James Fagan
- Kermit Gaither
- Ira Richards
- Jason Bushong
- Madison Coffey

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



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

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

Jack Owens arrived at the Board meeting.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report. Made note that the report reviewed statement should say February vs January.
- A Finance Committee Meeting will be held April 11, 2024, at 9:00am prior to the Monthly Board.
 - FY25 Proposed Budget
 - Annual Plan of Work
- Please submit any budget requests to Sarah by March 31,2024.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Shared that she has gained her recertification for PACE (The Professional Administrative Certificate of Excellence).

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Has started the scheduling process for her Re-Certification along with Nick. Sabrina and Sam are on the schedule for their initial Certification.

Senior Conservation Specialist, Nick Livesay:

- Busy with visits, new and current.
- Have received calls and scheduled visits in response to the Cultivate Agribusiness Conference at Laurel Ridge Community College where he presented / tabled for LFSWCD with Allyson Ponn.



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Conservation Specialist, Madison Coffey:

- On leave.

Conservation Specialist, Sabrina Heltzel

- Lots of new project interest and visits. Many are for Tree plantings.

Conservation Specialist, Ben Loyd

- Has been working on preparing Variance and Engineering packets for submission.

Conservation Technical Assistant, Sam Shelton

- Introduced a VCAP project that will be brought for motion during the CTC presentation.
- Receiving calls of interest on CCI's due to end of lifespan visits that were performed. 3 sign-ups so far, 2 visits scheduled and 1 more in the works.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Spoke about upcoming local Envirothon and passed out a sign-up sheet for help with activities.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

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

MOTION: Board approval of tax credit associated with contract 13-24-0077 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-1 instance 585092 and 585091 under contract 13-24-0084 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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MOTION: to recommend that the board approve FR-1 instance 583895 and 583894 under contract 13-24-0081 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-8B contract 13-24-0088 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-8H contract 13-24-0087 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-8H instance 585100 and SL-8B instance 585099 under contract 13-24-0086 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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MOTION: to recommend that the board approve contract 13-24-0082, associated conservation plan, and associated grazing management plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve to submit SL-6W instance 584933 and SL-6W instance 584926 under contract 13-24-0083 to the variance committee for review as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-7 instance 584623 under contract 13-24-0058 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve SL-6W instance 584621 under contract 13-24-0058 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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MOTION: to recommend that the board approve FR-3 contract 13-24-0085 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve contract 13-24-0089 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve FR-1 instance 584633 under contract 13-24-0014 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: to recommend that the board approve to submit the application for VCAP contract 13-24-005 to the State committee for review as presented by Sam Shelton during the 3/14/2024 Board meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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MOTION: to recommend that the board approve FR-1 contract 13-24-0090 instance 585536 with cost share expense of \$9,288.00 and associated conservation plan as presented by Nick Livesay during the 3/14/2024 Board meeting. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- Committee meeting will be held on April 11, 2024, following the monthly Board.
- Dana Gochenour reviewed the MOU for Joint Procurement as presented in the Board Packet.

MOTION: to recommend that the board approve the MOU of Joint Procurement of Engineering Services: Term Contract between SVSWCD and LFSWCD as presented by Dana Gochenour during the 3/14/2024 Board meeting and as shown in the Board Packet. Motion made by Justin Mackay-Smith, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

Education & Information – Joan Comanor

- The committee will meet following the April 11, 2024, Board meeting.
 - Choosing the LFSWCD Scholarship winner.
 - Review plans for our local Envirothon & Outreach Event.

Legislative – Paul Burkholder

- The committee will meet at 9:00am prior to the April 11, 2024, Board meeting.

Personnel – Joan Comanor

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

Operations – Justin Mackay-Smith

- The committee will meet at 9:00am prior to the April 11, 2024, Board meeting.



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Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Paul Burkholder

- There was no meeting held in February. There will be a March meeting. Paul will review Agenda and participate if relevant.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum – Mary Gessner

- The next meeting will take place at the Staunton Public Library on March 19, 2024, at 1:00pm.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

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

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- **Reminded all that Minutes must be taken during committee meetings.**
 - To include
 - date, time, participants, agenda / items discussed, any necessary motions made (a quorum must be met for motions to take place).
 - Minutes must be signed by the Committee Chair and given to the Board Secretary to include in the following Board Packet for Board Approval.
 - Meetings must be scheduled and posted at least 3 business days prior to be FIOA compliant.

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 Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, 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				Paul Burkholder	X		
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

The meeting adjourned at approximately 12:05pm.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

DRAFT

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

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

January 2024 - June 2024

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

April 11, 2024

Agenda

LFSWCD Chair Report

Joan Comanor

All of us who knew and worked with Dick Hoover are so disappointed and saddened by his passing. We knew he had endured chemo and radiation treatments last summer, even while carrying out his duties as Board Chairman as best he could. I was dismayed to learn last month that he had a terminal illness. Thanks to Sarah for sending a 'care package' to Dick and his wife on behalf of the District in time for him to know we had him in our thoughts. By the time you read this, I hope we will have had another successful Envirothon event and I look forward to the update at our Board meeting. Additional kudos go to Allyson for the recent nice half page article about her efforts in the Northern Virginia Daily, and to Allyson and the staff for organizing a comprehensive orientation tour and presentation for our new board members on March 21. Well done to our staff!!! We are entering the home stretch for this year's work – both on the ground and administratively. Thanks in advance to board members, committees, and staff in helping us get everything done. It looks like the next year State budget is still undecided which continues uncertainty for both our state funding as well as what our local jurisdictions will allocate for us.

Treasurer / Finance Report

Stephanie Shillingburg

- **Finance Committee meeting April 11, 2024, 9:00am prior to the Board meeting (office conference room).**
- I have reviewed the March 2024 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- The 2nd Qtr. Attachment E has been submitted to Debbie / DCR. Please see attached.
- Please review the Audit Management Letter provided in the Board Packet. Our individual letter will arrive at a later date.
 - Items specifically pertaining to the LFSWCD were discussed during the Exit Interview at the 8/28/2023 meeting and have been addressed. Sarah and staff are diligently working on making sure district expenses are following the tax-exempt procedures.
- **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:

- Submitted 2nd Qtr. Attachment E to DCR
- Vehicle Insurance: I will be updating the vehicle values for VACCS (Vehicle Auto Count & CarCare System). This insurance is offered to us through the Commonwealth of Virginia's Division Risk Management. We are required to update this information yearly. Update due by April 30th.

Monthly Happenings:

- Prep for Finance Committee meeting April 11th.
- Schedule Committee/Board meeting space.
- Meeting postings.

- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Accounts Payable / Cost Share.
- 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:

- March 8th – Virtual SHRM Conference: Earned 6 PDU's toward recertification. (1 hour = 1 PDU)
- March 12th – SHRM Webcast: 1 PDU earned. (1 hour = 1PDU)
- March 13th - SHRM Webcast: 1 PDU earned. (1 hour = 1PDU)
- March 13th – PACE/ASAP Webcast x3: 0.3 CEU's earned (1 hour = 0.1 CEU)
- March 14th - SHRM Webcast: 1 PDU earned. (1 hour = 1PDU)
- March 14th – PACE/ASAP Webcast: 0.1 CEU earned (1 hour = 0.1 CEU)
- March 18th – PACE/ASAP Webcast x2: 0.2 CEU's earned (1 hour = 0.1 CEU)
- March 20th – Director Orientation Tour
- March 25th – Zoom meeting w/ Potential IT Management provider (Sabrina also participated)
- March 28th – Staff Meeting
- UPCOMING – April 26th - Administrative Professional Day Seminar at Laurel Ridge

Supervising Conservation Specialist Dana Gochenour

Training

- SHRM webinars
- Attended Area I Spring meeting- Covington

Promoting BMPs

- Participated in NSVRC drought briefing webinar
- With Sam, visited Holt property (trib to Passage Creek, Shenandoah Co.) to finalize SL-6N and CCI projects
- With Allyson, presented at Equi-Palooza event in Clarke Co.
- Completed as-built inspection of Snapp SL-7 with Ben (Frederick Co.)
- Completed as-built inspection of White SL-6W with Ben (Shenandoah River, Shenandoah Co.)
- Finalized plan map and budget for Orndorff SL-6W (Shenandoah Co.)
- Finalized plan map and budget for Smith SL-6W/SL-7 (spring, Frederick Co.)
- Assisted staff with Director Training event
- With Nick, verified Smith SL-7 practice was destroyed, communicated with landowner about repayment (Shenandoah Co.)
- With Nick, met with a Shenandoah Co. landowner to discuss a possible SL-6W
- Participated in engineering site visits with Amanda Pennington and other staff members (multiple farms in Shenandoah Co.)
- Worked with staff to develop TAC suggestions and plan the ag outreach event
- Scheduled spot checks for July
- Submitted plan for DCR Conservation Planner Recertification review
- Met with E. Dellinger to verify location of WP-4LL building and SL-6W components (Mill Creek, Shenandoah Co.)
- Completed and submitted conservation plan and approval documents for S. Smith SL-6W to Phil Davis (DEQ) for loan closing (spring, Frederick Co.)

Staff Relations

- Conservation Technical committee meeting-3/7
- Board of Directors meeting- 3/14

**Senior Conservation Specialist
Nick Livesay**

Training

Promoting BMP's

- Atwood (SL-6W: Manassas Run, Warren Co.) visit to go over plan
- Visit with potential SL-6W (Shenandoah County) with Sabrina
- Heflin (SL-6W: Slate Run, Warren Co.) contractor meeting with Sabrina
- Sine (WP-4B: Narrow Passage, Shen. Co.) multiple mid-construction visits
- Hawkins (SL-7: Fred. Co.) pre-con water system visit with Ben
- Visit with potential SL-6W/FR-3/FR-1 in Frederick County
- Visit with potential WP-4SF (Stoney Creek, Shen. Co.)
- Visit with potential SL-6W/FR-3 (Dry Marsh Run, Clarke Co.)
- Mackay-Smith (SL-1: Clarke Co.) coverage check with Sabrina and Ben
- Procise (FR-3: Warren Co.) visit with Sabrina and DOF foresters
- Ritenour (SL-6W: Passage Creek, Shen. Co.) water system design
- Hideaway Farm (WQ-12: Shen. Co.) correspondence regarding plan
- Visit with potential CBF project in Frederick County with Matt K.
- Visit with potential SL-6W (SFSR, Warren Co.) to go over plan
- Visit with potential SL-1/CCI-WP-4 (Shen. Co.) with Sam
- Two days of WP-4 visits with Amanda P, Dana, Sabrina, and Sam (8 farms)
- Taylor (SL-6W: Frederick Co.) fence staking with Ben
- BMP destruction protocol in Shen. Co. with Dana
- Visit with potential SL-6W (Swover Creek, Shen. Co.) with Dana
- Magness (SL-6W: Pond Drainage, Fred. Co.) fence staking with Ben
- Created TAC suggestions with staff
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

VCAP

- Three site visits for potential projects in Winchester with Ally and Sam

Other Relations

- CTC Meeting (3/7/24)
- Board Meeting (3/14/24)
- Director Orientation Field Day (3/21/24)

**Conservation Specialist
Madison Coffey**

On leave of absence.

**Conservation Specialist
Sabrina Heltzel**

Training:

- Prepared examples for RUSLE2 Part C training as requested by Chris Lawrence (March 26th)
- Attended RUSLE2 Part C training via Zoom (March 27th)

Promoting BMPs:

- Went on initial visit for potential SL-6W in Shenandoah County with Nick (March 4th)
- Heflin water system layout meeting with Nick, Mr. Heflin, and contractors (March 4th)
- Drafted preliminary water system design so contractor can order materials (March 5th)

- Follow up visit for potential SL-6W in Shenandoah County with Ben (March 5th)
- Drafted plan map and cost estimates for potential SL-6W in Shenandoah County (March 6th)
- Drafted plan map and cost estimates for potential SL-6W in Shenandoah County (March 7th)
- Finished Dennis Baker's Animal Waste Management System Plan (March 7th)
- Went on initial visit for potential SL-1 in Frederick County with Ben (March 12th)
- Performed Prosize tree planting inspection with DOF and Nick
- Went on initial visit for potential SL-1 in Frederick County with Ben (March 14th)
- Drafted Vaughan reimbursement and prepared folder to close out (March 15th)
- Follow up visit for potential FR-3 in Shenandoah County (March 19th)
- Attended AWMS risk assessment visits with Amanda P., Nick, and Ben (March 20th)
- Went on initial visit for a potential CCI-SL-6W in Frederick County with Sam (March 25th)
- Attended AWMS risk assessment visits with Amanda P., Dana, Nick, and Ben (March 27th)

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

Other Activities:

- Prepared cost estimate templates for PY25 (March 1st)
- Prepared CTC agenda (March 6th)
- Attended Monthly CTC Meeting (March 7th)
- Attended Monthly VAPSS Board Meeting (March 8th)
- Attended Monthly Board Meeting (March 14th)
- Attended Director Orientation Day (March 21st)
- Attended meeting with Sarah and Virginia Business Systems to discuss switching IT service providers (March 25th)
- Attended staff meeting to discuss TAC suggestions and outreach event (March 28th)

**Conservation Specialist
Ben Loyd**

Training:

- RUSLE 2 Part C training Zoom

Promoting BMPs:

- Plan map and cost estimate for SL-6W, FR-1 and FR-3 – Frederick County
- Farm visit with Sabrina for possible SL-6W – Shenandoah County
- Pre-Construction meeting with Nick for SL-7 – Frederick County
- Follow up visit for SL-6W, FR-1 and FR-3 – Frederick County
 - Updated plan map and cost estimates
- Wrote Conservation Plan for SL-7 – Frederick County
- Wrote Conservation Plan for SL-6W – Frederick County
- Farm visit with Sabrina for possible SL-1 – Frederick County
- Plan map and cost estimate for SL-6W – Clarke
- SL-1 coverage check with Nick – Clarke
- Farm visit with Sabrina for possible SL-1 – Frederick County
- Prepare engineering packets for DCR engineer visit.
- As-Built with Dana for SL-7 – Frederick County
 - Bill sorting and reimbursement breakdown sheet
 - Prepare to close out folder
 - Prepare grazing plan

- Engineering visits for possible AWMS for 7 different farms – Frederick, Clarke, and Shenandoah
- As-Built with Dana for SL-6W – Shenandoah County
- Fence stacking with Nick for SL-6W – Frederick County
- Fence stacking with Nick for SL-6W – Frederick County
- Entered SL-6W, FR-1, and FR-3 into tracking – Frederick County
- Worked on resource concerns for various projects

Other Activities:

- CTC Meeting – 3/7/2024
- Board Meeting – 3/14/2024
- Director Orientation Day – 3/21/2024
- Staff meeting to discuss TAC suggestions and outreach event – 3/28/2024

**Conservation Technical Assistant
Sam Shelton**

Training:

- RUSLE 2 training 3/27/2024.

Conservation Technical applications:

- Approvals, and approval letters with Specs and (2) Part II’s one to return signed, and one for landowner.
- Digitized all BMP components for February’s projects prior to board approval.
- Input February contracts into our Part II tracking log.
- Created VCAP and CCI folder for the p-drive and physical files.
- Input all required information for the approval process in the tracking program.

Promoting BMPs:

- Turned in McKay’s RWH VCAP project to the Steering Committee. - 3/20/2024
- Collins VCAP CL-3 construction progress update- 3/13/2024.
- VCAP initial visit with Nick and Ally 3/11/2024.
- CCI visit with Sabrina 3/25/2024.
- VCAP follow up visit with Nick and Sabrina 3/29/2024.
- CCI Visit with Nick 3/19/2024.
- CCI Visit 3/15/2024.

Miscellaneous:

- Called Hardware/Co-op Stores in our service area for geotextile availability- 3/26/2024.
- Attended CTC and Board meeting.
- Staff Meeting 3/28/2024.

**Education & Program Support Specialist
Allyson Ponn**

Education:

- MRGS Research Project mentoring
- Envirothon coordination
 - o Local competition, area competition and area training
- Sustainability Matters meeting
- WCHS Water Quality Assessment lesson
- Ag in the Classroom Reading + Activity (x2)
- Shenandoah County Conservation Day @ Caroline Furnace

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Equi-Palooza @ Clarke County Fair Grounds
- Virginia Working Landscapes Annual Meeting
- Area 1 Quarterly Report
- LFSWCD Director Orientation Day
- Frederick County Budget Update

Program Support:

- Cover crop verifications + NMP reminders + payments
- Shenandoah County VCAP initial visit
- Winchester/Frederick County VCAP initial visit
- Warren County VCAP initial visit
- SVBF VCAP initial visit
- Ag Outreach Event Planning
- TAC Suggestion review
- Warren County VCAP initial visit

Training:

- VNRLI Session 4
- Project Learning Tree Educator Workshop

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.

Education & Information
Joan Comanor

- Our committee is meeting immediately after the Board meeting to finalize our proposed plan of work for next year; select our proposed scholarship recipients (Motion: delegate authority to the Ed & Info Committee to select our District’s nomination for a VASWCD scholarship and up to 2local scholarship recipients); and finalize the plan for the required Ag Outreach Event.

Legislative Committee
Paul Burkholder

- Please review the attached Legislative update article.

Personnel
Joan Comanor

- There will be a Personnel Committee meeting following the Monthly Board on May 9, 2024 (approx. 11:30am).

Operations
Justin Mackay-Smith

- There will be an Operations Committee meeting on May 9, 2024 at 9:00am prior to the Monthly Board.

Northern Shenandoah Valley Regional Commission
Paul Burkholder

- No items to report.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum
Mary Gessner

- The Shenandoah Pure Water Forum met on March 19th. Planning is beginning for their annual meeting to be held on November 19, potentially at the Edinburg Mill. Shenandoah Valley SWCD is holding a karst workshop on June 4th at Blue Ridge Community College. Registration is open and there is a flyer on our office door. Hobey Bauhan of the Virginia Poultry Federation reported that the State-funded incentives to transport poultry litter out of the Bay watershed are very popular and demand for litter is much greater than can be met. Unfortunately, Rockingham and Page Counties are the only eligible source counties. It would be nice if we could get that expanded to Shenandoah County. Rockingham County Public Schools is conducting a teacher to the Bay program this summer and is inviting non-profit staff to participate. DEQ is starting a TMDL for benthic impairments on Crooked Run and Pugh's Run in Shenandoah County. They are also gearing up for nuisance algae monitoring and continuing the harmful algae bloom (HAB) study. The next PWF meeting will be June 16th, location to be determined.

Alliance for the Shenandoah Valley
Joan Comanor

- The Chesapeake Bay Trust recently notified ASV that it will receive \$60K for its third year of a capacity building grant.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY24 3rd Qtr. Attachment E and Related Financial Report Reviews:** Due on **or before** 04/15/24. The Excel spreadsheet, Cash Balance, P & L, **and the signed Attachment E** should be sent 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 tracking program.
- **Audit Updates:** The VA Soil and Water Conservation Board (VSWCB) met 03/27/24 to review information provided by the auditors. Final reports and findings will be sent to districts in April for follow up by each District.
- **FY25 Budget:** SWCD board approval by June 30.
- **FY25 Annual Plan of Work:** SWCD board approval by June 30.
- **Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. SWCD board action will be required, as well as a completed DCR Form 199-014. Procedures attached to this report will apply to Extension agent participation on local SWCD boards.

AG & COST SHARE ITEMS:

- Carryovers: **Projects needing DCR approval to carry over a third time into a 4th program year must be submitted to Sara Bottenfield by May 15th. (cc me please)**

- **Encourage participants to complete projects for payment prior to June 30 to reduce carry over into FY25. Practices substantially under construction & eligible for carryover need approval by district board prior to COB 6/30/24. Review your Carryover Report in Logi: [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](#)**
- **Cost Share Obligations:** Districts unable to obligate 90% of their FY24 cost share allocation may return allocation to DCR or transfer to other districts with proportional TA DCR **before June 15, 2024. (new date)**
- **CY24 Random & End of Lifespan (EOL) BMP Verifications for 2024, 2025 & 2026** have been uploaded in the Conservation Application Suite and provided to District staff.
- VACS Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued: **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. Another option is to refer producers to DCR's [Direct Pay Program](#) that pays private plan writers to provide plans. <https://www.dcr.virginia.gov/soil-and-water/nmdirectpay>**
- **IMPORTANT- Signatures on VACS Contracts- Make sure that you have a system in place for someone(s) to review every contract in its entirety to ensure all signatures are in place before payment is made.** Each time a contract is carried over, ensure signatures are obtained. Language from: VSWCB POLICY & PROCEDURES ON SWCD COST-SHARE & TA FUNDING ALLOCATIONS (FY 2024) "12. Signatures on the VACS Contract For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained."
- **Conservation Plans must be signed by all parties:** the plan writer, a member of the district board and the participant. The BMP that is receiving cost share MUST be in the plan that is being approved and signed.
- **TAC and PY25 Recommendations:** As usual DCR will convene a Technical Advisory Committee (TAC) to consider and recommend changes to the PY25 Virginia Agricultural Cost-Share (VACS) Program. **Suggestions for the TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcr.virginia.gov) no later than Friday, April 26, 2024.** Please submit the items your most critical items for the future of the VACS Program. Suggestions will be reviewed for eligibility and assigned to the appropriate TAC subcommittee or to DCR for consideration. Any suggestions that have been considered and tabled by the TAC within the past 3 years will not be eligible. Suggestions may be prioritized to manage workload and allow for thorough consideration.
 - If you would like to stay up to date as the TAC gets underway this summer, scheduled meetings and minutes will be posted on the Virginia Regulatory Town Hall (<https://townhall.virginia.gov/l/meetings.cfm>, select 'Department of Conservation and Recreation' from the Agency dropdown and 'Virginia Soil and Water Conservation Board', select time period).
 - For Soil and Water Conservation Districts, state code [§ 62.1-44.119:3](#) now includes the following: *Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under § 10.1-2128.1. Include these recommendations with TAC suggestion submissions.*
 - Participants from last year's TAC and those who have expressed interest in becoming participants this year will be contacted later to confirm participation. **If your district has not participated on the TAC in the past but would like to do so, contact Sara Bottenfield no later than April 26.**
- **PY 2025 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval on or before **06/30/24** to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc your CDC. Remember that if your SWCD chooses to lower the PY25 participant cap, you must document that in the Secondary Considerations.
- **PY 2025 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC.

NEW DIRECTOR ORIENTATION: While Director Orientation is required for newly elected directors, all directors, associate directors, and staff are welcome and encouraged to participate. The online course is a great refresher!

- **Phase I is an online course** available at <https://vaswcd.org/basic-knowledge-responsibilities/> It is comprised of 10 individual modules and there are mini quizzes not required but for your own benefit. The **Final Quiz must be completed for credit**. There is no minimum score. This must be completed by June 30, 2024.
- **Phase II is in-person**. Each Area Spring Meeting has 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. Area II Spring Meeting on April 17.

GRANT AGREEMENT DELIVERABLES Reminders

- Review FY24 Annual Plan of Work and the Long-Range/Strategic Plan **once during a board meeting**.
- Review *Desktop Procedures for District Fiscal Operations*
- Ag Community Outreach Event (#17 in FY24 Grant agreement): **If you have not yet held the required outreach event, now is the time to schedule as it must be completed by 06/30/24. Reference Attachment F of the Grant Agreement for full details. Ensure that all the bulleted items below are addressed for your 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:

- **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 Co., Hosted by Culpeper SWCD
- **Apr 22:** **VSWCB Meeting**, 10:00 am, Twin Lakes State Park, Prince Edward County
- **Apr 25:** **Area II Envirothon**, Northern Fauquier Community Park & Sports Complex, Marshall, VA Co-hosted by John Marshall, and Prince William SWCDs
- **Apr 26:** **Recommendations for PY25 VACS Program** and TAC consideration due to Sara Bottenfield
- **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 request approval from DCR's Sara Bottenfield for carryovers into a 4th program year.
- **May:** **VSWCB Meeting** date and place TBD
- **June 13:** **PY25 VACS Updates** 9:00 am – Noon (virtual training required of all CAS users) More info forthcoming.
- **June 14:** **Last date to return cost share & TA funds to DCR** to meet the 90% obligation goal.
- **June 18:** **PY25 VACS Updates** 1:00 – 4:00 pm (virtual training required of all CAS users) More info forthcoming.

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

- ❖ **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 4/1/2024.

Extension Agent Participation on Local Soil and Water Conservation District (SWCD) Boards

Updated March 2024

Virginia Cooperative Extension supports the participation of Extension agents on local Soil and Water Conservation District Boards. VCE recognizes that one at-large director position on every SWCD board will be an Extension agent.

The following procedures will apply to Extension agent participation on local SWCD boards:

1. VCE encourages agents to actively participate in SWCD board meetings.
2. The appropriate VCE District Director and the VCE Associate Director for Economy, Community, and Food will approve agent appointments to SWCD boards.
3. VCE Extension agents will serve a 4-year term according to SWCD board guidelines.
4. VCE Extension agents will serve as an educational resource to SWCD boards.
5. VCE Extension agents are voting members on SWCD boards.
6. VCE prohibits Extension agents from running for and/or holding the position of Treasurer on SWCD boards.
7. Elected and appointed directors shall receive no compensation for their services to SWCD boards (see § 10.1-531. Quorum and Expenses) but are able to claim expenses from SWCD, including traveling expenses, necessarily incurred in the discharge of duties pertaining to SWCD service.
8. While the offices of Personnel Committee Chair, Finance Committee Chair, Vice Chair and Chair of the Board of Directors are not intended to be held by VCE staff, in exceptional circumstances an Extension agent may serve in one of these roles. This service will be limited to 12 months or less and requires VCE District Director approval. Otherwise, VCE Extension agents are eligible to serve on and/or lead committees associated with SWCD boards.
9. VCE District Director's and the VCE Associate Director for Economy, Community, and Food will encourage a rotation among eligible VCE Extension agents in SWCD's covering multiple localities.

Please contact Lonnie Johnson, Associate Director for Field Operations and Administration, lojohns2@vt.edu or Dan Goerlich, Associate Director for Economy, Community, and Food, dalego@vt.edu.

Implemented July 1, 2014
Revised September 23, 2019
Revised March 20, 2024

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VA Cooperative Extension Corey Childs

- No written report submitted.

VA Department of Forestry (DOF) Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)
Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)
Sara Jordan

- DEQ-VRO Ag Program Update:
A new Agricultural Inspector for the DEQ-VRO starts on April 10. The regional responsibilities for the AG program 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/1/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

04/08/24

July 2023 through March 2024

Cash Basis

	Jul '23 - Mar 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	70,410.18	12,000.00	586.8%
Other Income			
Donations	400.00	400.00	100.0%
Total Other Income	400.00	400.00	100.0%
Sales/Services			
Geotextile			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
Total Geotextile	-41.48	0.00	100.0%
Geotextile Sales	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	388,570.59	395,210.00	98.3%
Total Income	914,826.09	963,656.00	94.9%
Gross Profit	914,826.09	963,656.00	94.9%
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	6,697.09	15,000.00	44.6%
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

04/08/24

July 2023 through March 2024

Cash Basis

	Jul '23 - Mar 24	Budget	% of Budget
Envirothon Grant Expenses	580.52		
Total Envirothon	580.52	1,000.00	58.1%
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	1,180.05	4,800.00	24.6%
Geotextile (Expenses)	0.00	1,000.00	0.0%
Insurance	1,164.00	1,500.00	77.6%
Office Expenses			
IT Services & Support / Web	6,363.99	12,500.00	50.9%
Office Equipment	5,984.83	10,000.00	59.8%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,771.64	4,000.00	69.3%
Office Supplies	3,217.16	6,500.00	49.5%
Postage	381.27	1,500.00	25.4%
Telephone/Internet	3,462.43	6,500.00	53.3%
Vacancy Ads	272.00	1,500.00	18.1%
Total Office Expenses	22,453.32	56,500.00	39.7%
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	5,746.98	10,000.00	57.5%
Vehicle Gas & Service	4,194.23	5,500.00	76.3%
Total District Regular Expenses	360,076.03	756,700.00	47.6%
Total Expense	367,084.42	766,700.00	47.9%
Net Ordinary Income	547,741.67	196,956.00	278.1%
Net Income	547,741.67	196,956.00	278.1%

Lord Fairfax Soil and Water Conservation District

04/05/24

Fund Balances

Cash Basis

As of March 31, 2024

	Mar 31, 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	405,254.16
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	2,091.33
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	340,677.08
Interest	71,078.18
Local Gov't Funds	52,250.25
Total Operations Funds	926,243.43
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	2,106,794.01
2023 CB VACS Transfer (22)	428,927.84
2023 CB VACS Transfer (21)	50,060.75
2023 CB VACS	2,184,541.84
2022 CB VACS Transfer (21)	50,924.44
2022 CB VACS	1,808,752.67
2021 CB VACS	22,887.95
Total WQIA	6,682,856.80
Total Tracking Program Funds	6,682,856.80
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of March 31, 2024

	<u>Mar 31, 24</u>
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>6,686,615.74</u>
TOTAL	<u><u>8,722,859.17</u></u>

Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,980,818.66
Cleared Transactions						
Checks and Payments - 11 items						
Check	02/12/2024	5284	Bryce Resort	X	-4,500.00	-4,500.00
Check	02/26/2024	5290	Shentel	X	-188.40	-4,688.40
Check	02/26/2024	5291	Mountain SWCD	X	-160.00	-4,848.40
Check	03/12/2024	5292	Card Services	X	-2,646.92	-7,495.32
Check	03/12/2024	5295	TeamLogic IT	X	-1,012.00	-8,507.32
Check	03/12/2024	5294	Virginia Business Sy...	X	-375.10	-8,882.42
Check	03/12/2024	5296	Max Real Group, LLC	X	-307.96	-9,190.38
Check	03/12/2024	5293	Pitney Bowes Globa...	X	-165.33	-9,355.71
Check	03/14/2024	5299	Stephanie Shillingburg	X	-217.08	-9,572.79
Check	03/14/2024	5298	Edward Pendleton	X	-84.42	-9,657.21
Check	03/14/2024	5297	Lee Meadows	X	-40.00	-9,697.21
Total Checks and Payments					-9,697.21	-9,697.21
Deposits and Credits - 1 item						
Deposit	03/31/2024			X	9,132.42	9,132.42
Total Deposits and Credits					9,132.42	9,132.42
Total Cleared Transactions					-564.79	-564.79
Cleared Balance					-564.79	1,980,253.87
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	03/20/2024	5301	The Clermont Found...		-245.00	-323.99
Check	03/20/2024	5300	Joan M. Comanor		-219.76	-543.75
Check	03/20/2024	5302	Queen Street Diner		-193.20	-736.95
Check	03/20/2024	5303	Shentel		-188.40	-925.35
Check	03/22/2024	5305	Happenings Event P...		-394.68	-1,320.03
Check	03/22/2024	5304	VASWCD		-15.00	-1,335.03
Total Checks and Payments					-1,335.03	-1,335.03
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					3,688.55	3,688.55
Register Balance as of 03/31/2024					3,123.76	1,983,942.42
New Transactions						
Checks and Payments - 4 items						
Check	04/02/2024	5309	Quill Corporation		-378.20	-378.20
Check	04/02/2024	5308	Virginia Business Sy...		-367.78	-745.98
Check	04/02/2024	5307	Treasurer of Virginia		-250.00	-995.98
Check	04/02/2024	5306	Quill Corporation		-91.17	-1,087.15
Total Checks and Payments					-1,087.15	-1,087.15
Deposits and Credits - 1 item						
Deposit	04/01/2024				73.71	73.71
Total Deposits and Credits					73.71	73.71
Total New Transactions					-1,013.44	-1,013.44
Ending Balance					2,110.32	1,982,928.98

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 03/31/2024

	Mar 31, 24
Beginning Balance	1,980,818.66
Cleared Transactions	
Checks and Payments - 11 items	-9,697.21
Deposits and Credits - 1 item	9,132.42
Total Cleared Transactions	-564.79
Cleared Balance	1,980,253.87
Uncleared Transactions	
Checks and Payments - 7 items	-1,335.03
Deposits and Credits - 2 items	5,023.58
Total Uncleared Transactions	3,688.55
Register Balance as of 03/31/2024	1,983,942.42
New Transactions	
Checks and Payments - 4 items	-1,087.15
Deposits and Credits - 1 item	73.71
Total New Transactions	-1,013.44
Ending Balance	1,982,928.98

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,730,275.37
Cleared Transactions						
Checks and Payments - 2 items						
Check	02/20/2024	3787	Dennis Morris	X	-5,608.20	-5,608.20
Check	03/20/2024	3791	Michael A. Prosis	X	-5,771.00	-11,379.20
Total Checks and Payments					-11,379.20	-11,379.20
Deposits and Credits - 2 items						
Deposit	03/13/2024			X	1,971.76	1,971.76
Deposit	03/31/2024			X	31,104.88	33,076.64
Total Deposits and Credits					33,076.64	33,076.64
Total Cleared Transactions					21,697.44	21,697.44
Cleared Balance					21,697.44	6,751,972.81
Uncleared Transactions						
Checks and Payments - 1 item						
Check	03/20/2024	3790	Virginia Resource A...		-13,081.50	-13,081.50
Total Checks and Payments					-13,081.50	-13,081.50
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-13,056.06	-13,056.06
Register Balance as of 03/31/2024					8,641.38	6,738,916.75
New Transactions						
Checks and Payments - 1 item						
Check	04/01/2024	3792	Robert W. Snapp		-37,125.40	-37,125.40
Total Checks and Payments					-37,125.40	-37,125.40
Deposits and Credits - 1 item						
Deposit	04/02/2024				3,101.06	3,101.06
Total Deposits and Credits					3,101.06	3,101.06
Total New Transactions					-34,024.34	-34,024.34
Ending Balance					-25,382.96	6,704,892.41

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2024

	Mar 31, 24
Beginning Balance	6,730,275.37
Cleared Transactions	
Checks and Payments - 2 items	-11,379.20
Deposits and Credits - 2 items	33,076.64
Total Cleared Transactions	21,697.44
Cleared Balance	6,751,972.81
Uncleared Transactions	
Checks and Payments - 1 item	-13,081.50
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	-13,056.06
Register Balance as of 03/31/2024	6,738,916.75
New Transactions	
Checks and Payments - 1 item	-37,125.40
Deposits and Credits - 1 item	3,101.06
Total New Transactions	-34,024.34
Ending Balance	6,704,892.41

Attachment E
*******OFFICIAL FISCAL YEAR 2024 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: **Lord Fairfax**

Agreement Number: **503OPS-24-21-GF**

Contact: **Sarah R. Fleming, Administrative Specialist**

Phone Number: **540-465-2424 ext. 101**

Address: **722B East Queen Street
 Strasburg, VA 22657**

Reporting Quarter Dates: **1/1/2024** thru **3/31/2024**
 (beginning) (closing)

NOTE: Only the Yellow fields are unprotected and capable of having data entered into them. Please remember to enter a negative sign (-) when you enter Expenditures or Transfers Out. Thanks!

	Beginning Balance *	Transfers In/Out (Must = 0)	Adjusted Beginning Balance (1) +/- (2)	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
	(1)	(2)	(3)	(4)	(5)	(6)
State Sources						
FY 24 VNRCF TA (Base+Add.)	\$344,123.00		\$344,123.00	\$172,061.50	(\$110,930.34)	\$405,254.16
FY 23 VNRCF TA (Base+Add.)	\$20,555.32		\$20,555.32		(\$20,555.32)	\$0.00
2024 CB VACS Transfer (14)	\$25,047.00		\$25,047.00			\$25,047.00
2024 CB VACS	\$829,875.09	(\$4,920.30)	\$824,954.79	\$1,281,839.22		\$2,106,794.01
2023 CB VACS Transfer (22)	\$428,927.84		\$428,927.84			\$428,927.84
2023 CB VACS Transfer (21)	\$50,060.75		\$50,060.75			\$50,060.75
2023 CB VACS	\$1,907,762.73		\$1,907,762.73	\$369,702.99	(\$92,923.88)	\$2,184,541.84
2022 CB VACS Transfer (21)	\$50,924.44		\$50,924.44			\$50,924.44
2022 CB VACS Transfer (20)	\$13,752.00	(\$13,752.00)				
2022 CB VACS	\$1,795,000.67	\$13,752.00	\$1,808,752.67			\$1,808,752.67
2021 CB VACS	\$22,887.95		\$22,887.95			\$22,887.95
2020 CB VACS						
2024 CB VACS Transfer (23)		\$4,920.30	\$4,920.30			\$4,920.30
Dam Safety	\$13,921.10		\$13,921.10		(\$4,500.00)	\$9,421.10
DCR Operating	\$293,885.42		\$293,885.42	\$78,952.50	(\$32,160.84)	\$340,677.08
EOL Verification Earnings (End of Lifespan)	\$34,918.42		\$34,918.42			\$34,918.42
Dedicated Reserves (State)	\$865,000.00		\$865,000.00			\$865,000.00
CB RMP TA	\$1,872.00		\$1,872.00			\$1,872.00
Total State Sources	\$6,698,513.73		\$6,698,513.73	\$1,902,556.21	(\$261,070.38)	\$8,339,999.56
Federal Sources						
Total Federal Sources						
Local/Other Sources						
Dedicated Reserves: Dam Safety	\$65,000.00		\$65,000.00			\$65,000.00
Dedicated Reserves: Other	\$180,000.00		\$180,000.00			\$180,000.00
Envirothon Receipts	\$400.00		\$400.00			\$400.00
Envirothon Grant	\$1,505.33		\$1,505.33	\$871.00	(\$285.00)	\$2,091.33
Community Garden/Harvest Fest.	\$4,312.05		\$4,312.05			\$4,312.05
Sales/Service	\$1,918.86		\$1,918.86	\$75.00		\$1,993.86
Other Income: Doantions/Refunds	\$1,975.00		\$1,975.00			\$1,975.00
Interest	\$45,180.44		\$45,180.44	\$25,897.74		\$71,078.18
Local Gov't Funds (Contributions)	\$59,611.62		\$59,611.62	\$3,162.50	(\$10,523.87)	\$52,250.25
Grants: Pure Water / Ches. Bay	\$1,358.94		\$1,358.94			\$1,358.94
VCAP				\$14,000.00	(\$14,000.00)	
VCAP TA				\$2,400.00		\$2,400.00
Total Local/Other Sources	\$361,262.24		\$361,262.24	\$46,406.24	(\$24,808.87)	\$382,859.61
TOTAL (All Sources)	\$7,059,775.97		\$7,059,775.97	\$1,948,962.45	(\$285,879.25)	\$8,722,859.17

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will automatically carry forward to the next report period.

** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by: **Sarah R. Fleming** 4/5/2024
Print Name Signature Date

Approved by: **Stephanie Shillingburg, Treasurer 4/11/2024
Print Name Signature Date

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

March 27, 2024

MEMORANDUM

TO: Soil and Water Conservation District Chairpersons

FROM: Adam Wilson, Chairman, Audit Subcommittee

A handwritten signature in blue ink, appearing to read "Adam Wilson".

SUBJECT: District Audit Results with Comments and Recommendations

Under contract with the Department of Conservation and Recreation (DCR), staff from Robinson, Farmer, Cox Associates (RFC) completed an audit for twenty-five Districts for the fiscal year(s) that ended on June 30, 2022 and June 30, 2023. Additionally, one special audit (one-year audit) was completed at the direction of the Virginia Soil and Water Conservation Board (Board). Your Conservation District Coordinator (CDC) will provide you with a copy of the results of your District's audit.

There continues to be a number of repeat issues noted by the auditors across most Districts including lack of documented approvals for checks and accounts payable disbursements, untimely travel reimbursements, the use of uninsured bank accounts, and the unnecessary paying of sales tax. While these issues have not generated significant findings for most Districts, they continue to need further attention. Repeat comments in future audits will generate findings.

Section 58.1-609.1(16) exempts Soil and Water Conservation Districts from paying sales and use tax. The paying of sales tax has been noted for the last four years by the financial auditors and has been included in the general letter to District Chairpersons to increase awareness of this issue. However, Districts continue to pay sales tax unnecessarily and in violation of the *Desktop Procedures of District Fiscal Operations*, District policies, and District procedures. These payments need to stop.

Any specific area(s) of concern identified in your District audit should be addressed immediately. Repeat comments found in the next audit cycle will result in a request to address the Audit Subcommittee and require a Performance Improvement Plan (PIP). I cannot over-emphasize the importance of sound fiscal management. We are all entrusted with public monies so the careful management of these funds is paramount to our success and in assuring the public confidence in our organizations.

Your CDC is available should you have any questions or comments concerning this audit and to assist with further discussions and corrective actions related to these audit comments and recommendations.



DATE: February 29, 2024

MEMORANDUM TO: Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation

FROM: Robinson, Farmer, Cox Associates (RFC)

REGARDING: FY22 and FY23 Audits

We were engaged by the Virginia Department of Conservation and Recreation (DCR) to audit the statements of cash receipts and disbursements for twenty-five Soil and Water Conservation Districts (the Districts) in Virginia. In planning and performing our audits of the statements of cash receipts and disbursements of the Districts, we considered the Districts' internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the statements of cash receipts and disbursements and not to provide assurance on the internal control structure.

However, during our audits, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our twenty-four reports on the statements of cash receipts and disbursements of the Districts. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies.

Attachment E Reporting

Attachment E quarterly financial reports submitted to DCR were reconciled by RFC to the underlying accounting records at all Districts. During the course of audit fieldwork, we summarized and reconciled the YTD Attachment E report (5th tab) prepared for each year to a QuickBooks Profit and Loss statement and Balance Sheet. Reconciliations at all Districts were materially correct and in substantial agreement with the supporting documents.

There were four Districts identified where Attachment E's did not agree to amounts in Quickbooks. The most common reason for a discrepancy is when a District opens or closes a Certificate of Deposit (CD). It is important that these types of transactions don't get recorded as a revenue or expense. These transactions should only impact the Cash accounts (i.e. Checking, Certificate of Deposits, etc.).

Another common concern for reconciling the Attachment E's to the Quickbooks balance sheet involves other assets and liabilities that sometimes are on the balance sheet. RFC suggests utilizing a line(s) on the Attachment E to account for these amounts, so that the ending balance on the Attachment E agrees to the total cash at the end of the period.

Check Issuance

All invoices should be reviewed and initialed by two authorized representatives of the District prior to payment. RFC noted several instances at various Districts where invoices selected for testing did not have the documented approvals by District representatives.

Insured Bank Accounts

Most Districts maintain their cash balances in accounts that are FDIC insured up to \$250,000 and insured under the Virginia Security for Public Deposits for amounts greater than \$250,000. During the course our audit, RFC noted that a few Districts had cash in banks that were not being reported as public funds and thus not insured under the Virginia Security for Public Deposits Act.

Travel Reimbursements

We noted instances where reimbursements (usually mileage) were made past 60 days from when the expense occurred. Per IRS Publication 463, employees must account for expenses within 60 days after they were incurred. We recommend that all reimbursed employee expenses follow IRS Publication 463.

Sales Tax

The Desktop Procedures indicates that Districts shall get a tax exemption for all stores that are frequented more than three times in a fiscal year, or where any one purchase is \$100 or greater. There were many instances during the year where sales tax was paid, at multiple districts. The Districts should file exemptions with their local retailers to better ensure compliance with this policy.

Accounts Payable Disbursements

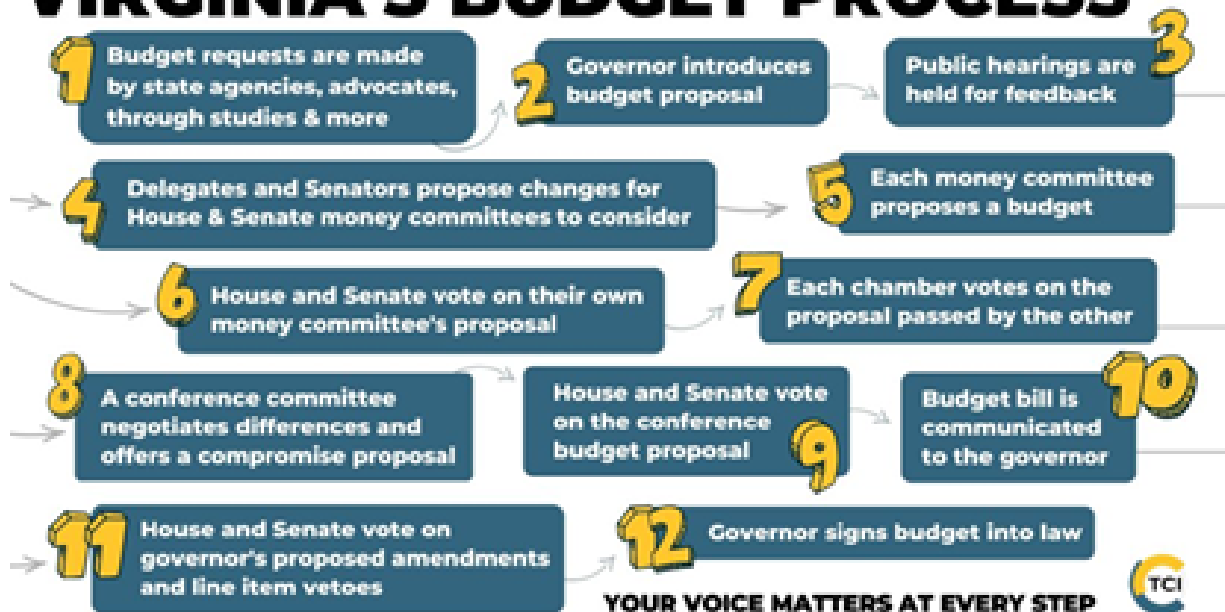
The Desktop Guide requires that all disbursements be supported by documentation that is approved by two signatures. However, we noted instances at a few districts where there were disbursements being made that only contained one signature. These instances seemed to be obscure oversights, but careful attention should be given to make sure that all disbursements have two signatures of approval.

Virginia General Assembly Wrap Up & Next Steps:

The General Assembly adjourned Sine Die this past Saturday thus concluding the 60 day Session. The last action taken was the passage of the budget. The budget bills, along with all other bills passed by both the House and Senate, are now on the Governor's desk for his action of pass, amend or veto. The General Assembly will reconvene for a day, April 17th, to respond to the Governor's actions.

Governor Youngkin released the following statement on adjournment of the 2024 General Assembly legislative session: "The General Assembly sent me more than a thousand bills plus backwards budgets that need a lot of work. We're going to have a busy 30 days going into the reconvene session. Nonetheless, I am grateful for the tremendous commitment and sacrifice that our General Assembly and their staffs have made on behalf of the Commonwealth."

VIRGINIA'S BUDGET PROCESS



*Currently we're at step 10 in the budget process

Some highlights the Budget advanced to the Governor includes:

- An additional \$3 million for admin/ops funding per need identified in the budget template,
- Provides an additional \$1 million for small dam repair needs,
- Includes 3 key positions for NMP and 1 data tracking position at DCR that were to be lost because of federal funding loss,
- 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
- Provides additional funding to DCR for increased SWCD costs related to audit expenses and for training needs
- Restores funding streams to the Water Quality Improvement Fund Reserve (WQIF) as we are accustomed (removing the Gov proposal to cap surplus dollars into the reserve and providing for the funds from the water fuel tax that the Gov had removed).
- Provides for new state funding support and positions to work on invasive species in a collaborate interagency effort.
- Provides for historic ag cost share funding at the ag needs assessment level.
- Maintains level VCAP funding streams at \$4 million.
- Provides for an Office of Commonwealth Resilience.

You Took Action:

Thank you to those that took action and contacted your local legislators, emailed budget conferees, and discussed the important work of your SWCD with your representatives. It made an impact! The budget on the Governor's desk includes key **legislative** priorities for SWCDs and it's because of you.

But your work isn't done! Build those relationships post General Assembly session. Invite your local legislator to your board meeting, your awards banquet, a farm day, etc. Share the important work you're doing in your community. VASWCD staff are glad to help you pull together something more formal if you are interested in hosting a **legislative** tour.

We look forward to sharing more of an update at remaining area meetings on budget items and discussing bills of interest. But in the interim, reach out with any questions about the **legislative** process and how we can support your SWCD needs. Thank you!

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 4.4.2024

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

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

Adjourn: 11:23 AM Motion by: NL

Fund Source:	Total funds available after 3.7.2024 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 4.2.24	Obligated - Paid as of 4.2.24	Obligated as of 4.2.24
2024 CB VACS	\$ 2,246,347.27	\$ 31,104.88	\$ 27,603.55	\$ 2,305,055.70	\$ 791,928.05	\$ 1,513,127.65	\$ 5,572,769.67	\$ 3,285,649.40	\$ 3,425,390.28
2024 CB VACS Transfer (2023)	\$ -			\$ -	\$ -	\$ -	\$ 4,920.30	\$ 4,920.30	\$ 4,920.30
2024 CB VACS Transfer (2014)	\$ -			\$ -	\$ -	\$ -	\$ 25,047.00	\$ 25,047.00	\$ 25,047.00
							Total Obligated for 2024 CB VACS	\$3,455,357.58	
							Percent Obligated for 2024 CB VACS	62.82%	

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

Discussion: Cancellations/Underbudgets, Tax Credits, New Project Approvals, TAC Suggestions, CTC Annual Plan of Work, Survey Equipment Overview, Geotextile, Farmer Breakfast Outreach Event

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-24-0005	540040	2024 CB VACS	SL-7	\$ 12,959.80	\$ 3,078.34	Complete	BL	Underbudget
13-24-0013	558929	2024 CB VACS	WQ-12	\$ 14,643.75	\$ -	Cancelled	NL	Producer Chose to Cancel Due to Cost
13-24-0074	583315	2024 CB VACS	SL-8B	\$ 922.50		Approved	AP	field not planted
Total of Cancellations and Underbudgets:				\$28,526.05				

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
13-24-0098	586287	Fred. Co/Stream Exclusion with Wide	SL-6W	H	120	21.82	Y	\$ 23,645.00				x	Unapproved	DG	
13-24-0098	586289	Fred. Co/Extension of Watering Syst	SL-7	H	120	38.38	N	\$ 19,540.40				x	Unapproved	DG	
13-24-0070	582217	Shen. Co/Seasonal Feeding Facility	WP-4SF	H	138	8.95	Y	\$ 53,613.70				x	Approved	NL	Increase Needed for Design Change
13-24-0092	585601	Shen. Co/Stream Exclusion with Wide	SL-6W	H	85	22.23	Y	\$ 71,543.25				x	Unapproved	DG	
13-24-0095	586199	Fred. Co/Stream Exclusion with Wide	CCI-SL-6W	M	124	26.67	N	\$ 19,612.50				x	Unapproved	SS	
13-24-0093	586067	Fred. Co/Stream Exclusion with Wide	SL-6W	M	112	17.33	Y	\$ 85,375.00				x	Unapproved	BL	
13-24-0093	586157	Fred. Co/Woodland Buffer Filter Area	FR-3	M	105	15.16	Y	\$ 38,587.55				x	Unapproved	BL	
13-24-0093	586068	Fred. Co/Afforestation of Crop, Hay, &	FR-1	M	105	30.82	N	\$ 27,361.50				x	Unapproved	BL	
13-24-0083	584933	Fred. Co/Stream Excl. w/ Wide Width	SL-6W	M	99	21.04	Y	\$ 300,657.73		x			Unapproved	BL	Awaiting Variance Committee Determination
13-24-0019	574207	Fred. Co/Stream Exclusion with Wide	SL-6W	M	96	11.37	Y	\$ 10,665.00				x	Approved	NL	Increase Needed for Add. Division Fence + Corral
13-24-0083	584926	Fred. Co/Stream Excl. w/ Wide Width	SL-6W	M	90	16.16	Y	\$ 44,820.14		x			Unapproved	BL	Awaiting Variance Committee Determination
13-24-0096	586206	Warren Co/Stream Exclusion with W	SL-6W	L	133	16.45	Y	\$ 259,833.77				x	Unapproved	BL,DG	
13-24-0097	586255	Clarke Co/Woodland Buffer Filter Area	FR-3	L	102	29.79	Y	\$ 4,863.50				x	Unapproved	NL	
13-24-0097	586252	Clarke Co/Stream Exclusion with Wid	SL-6W	L	96	31.30	Y	\$ 68,888.50				x	Unapproved	NL	
13-24-0091	585542	Shen. Co/Stream Exclusion with Narr	SL-6N	L	88	26.91	Y	\$ 5,176.88				x	Unapproved	SS	
13-24-0091	585541	Shen. Co/Stream Protection with Nar	CCI-WP-2N	L	88	48.38	N	\$ 779.00				x	Unapproved	SS	
13-24-0094	586159	Warren Co/Stream Exclusion with W	SL-6W	L	65	14.91	Y	\$ 102,442.50				x	Unapproved	NL	
<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>								\$ 345,477.87							
<i>Total 2024 CB VACS Contracts presented for approval:</i>								\$ 791,928.05							
Total 2024 CB VACS Funds Approved:								\$791,928.05							

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 4.4.2024

Chairmen Present: M. Gessner
 Members Present: _____
 Members Absent: _____
 Others Present: _____

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 3.7.24 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 4.2.24	Obligated-Paid as of 4.2.24
2021 CB VACS	\$ 5,967.95			\$ 5,967.95	\$ -	\$ 5,967.95	\$ 22,887.95	\$ 12,960.94
2022 CB VACS Transfer (2020)	\$ 13,752.00		\$ (13,752.00)	\$ -	\$ -	\$ -	\$ -	\$ -
2022 CB VACS Transfer (2021)	\$ 46,274.44			\$ 46,274.44	\$ -	\$ 46,274.44	\$ 50,924.44	\$ 4,650.00
2022 CB VACS	\$ 267,351.14		\$ 82,724.75	\$ 350,075.89	\$ -	\$ 350,075.89	\$ 1,808,752.67	\$ 1,458,676.78
2023 CB VACS Transfer (2021)	\$ 43,937.00			\$ 43,937.00	\$ -	\$ 43,937.00	\$ 50,060.75	\$ 6,123.75
2023 CB VACS Transfer (2022)	\$ 106,512.81		\$ 11,770.00	\$ 118,282.81	\$ -	\$ 118,282.81	\$ 428,927.84	\$ 310,645.03
2023 CB VACS	\$ 518,340.50		\$ 3,176.80	\$ 521,517.30	\$ -	\$ 521,517.30	\$ 3,384,541.84	\$ 2,263,763.58

Ending Balance
 \$ 9,927.01
 \$ -
 \$ 46,274.44
 \$ 350,075.89
 \$ 43,937.00
 \$ 118,282.81
 \$ 1,120,778.26

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

Discussion:

CREP

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Est. CREP Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
							Total CREP Approved: \$	-					

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-23-0061	521334	2023 CB VACS	FR-3	\$ 3,176.80	\$ -	Complete	SH	Underbudget
13-22-0067	472164	2023 CB VACS Transfer (2022)	SL-6W	\$ 11,770.00	\$ -	Cancelled	DG	Producer no longer owns property
13-22-0067	472164	2022 CB VACS	SL-6W	\$ 68,972.75	\$ -	Cancelled	DG	Producer no longer owns property
				Total of Cancellations and Underbudgets:	\$83,919.55			

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
13-23-0039	519987	Shen. Co/Woodland Buffer Filter Area	FR-3	H	125	26.85	Y	\$ -	\$ 862.00			x	Carryover	SH	
<i>Total 2023 CB VACS Contracts presented for approval:</i>								\$	-						
Total 2023 CB VACS Funds Approved:								\$0.00							

4.4.2024 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 contract # 13-24-0098, instances # 586287 & 586289 with associated conservation plan

Made by: JB, MG

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

DG abstains due to managing project

Motion to recommend that the board approve a \$53,613.70 increase in cost-share for contract #13-24-0070, instance # 582217

Made by: JMS, RB

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0092, instance # 585601 and associated conservation plan

Made by: JMS, SH

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

DG abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0095, instance # 586199

Made by: NL, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

SS abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0093, instances # 586067, 586157, 586068 and associated conservation plan

Made by: SH, RB

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Motion to recommend that the board approve a \$10,665.00 increase in cost-share for contract # 13-24-0019, instance # 574207

Made by: JB, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0096, instance # 586206 and associated conservation plan

Made by: JB, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

DG abstains due to managing project

Include reason for committee member abstaining.

Motion to recommend that the board approve contract # 13-24-0097 instances # 586255 & 586252 and associated conservation plan

Made by: JMS, JB

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0091, instance # 585542 & 585541 and associated conservation plan

Made by: JMS, NL

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

SS abstains due to managing project

Motion to recommend that the board approve contract # 13-24-0094, instance # 586159 and associated conservation plan

Made by: SH, RB

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve an increase in tax credit for contract # 13-23-0039, instance # 519987

Made by: JB, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

SH abstains due to managing project

Motion to recommend that the board approve TAC suggestions developed by staff

Made by: JB, RB

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Motion to approve CTC Annual Plan of Work as revised by staff

Made by: JMS, NL

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Reminder: mention geotextile agreement to the full board.

Made by: #

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to adjourn

Made by: NL, AP

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes