

# Board of Directors, Board Packet 1/9/2025



We work with the people who work the land.

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We work with the people who work the land.

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

**Meeting Agenda  
December 12, 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(S)**

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

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

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

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

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

**Staff:**

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

**Committees:**

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

**Local Agency Updates:**

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

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

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

**7. OTHER BUSINESS**

**8. ADJOURN**

# FY25 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

- **FOIA; Designated Officer:** \_\_ Allyson Ponn\_12/14/2023\_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** \_\_ Sarah Fleming\_12/14/2023\_ (re-appoint at election of Officers)
- **FY 24 (2024-25) Annual Report:**  
Date Presented: \_\_ August 14, 2024 \_\_\_\_\_
- **Meeting Minute Training** Date Completed: \_\_\_\_\_ Participant: \_\_\_\_\_

## **OPERATIONS COMMITTEE RESPONSIBILITIES**

- **Annual Plan of Work (2024-2025):**  
Board approval: \_\_ 5/9/2024 \_\_\_\_\_  
*One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.*
- Review Date: \_\_\_\_\_
- **Strategic Plan (July 1, 2022- June 30, 2026).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: \_\_ June 6, 2022 \_\_\_\_\_
- Reviewed (FY 25): \_\_\_\_\_

## **FINANCE COMMITTEE RESPONSIBILITIES**

- **FY25 (2024-2025) Annual District Budget:** Date Approved: \_\_ July 11, 2024 \_\_\_\_\_
- **Dedicated Reserves:**  
Board Approval Date: \_\_ 9/12/2024 \_\_\_\_\_
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*  
Review/Recording Date: \_\_\_\_\_
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*  
Review/Approval Date: \_\_\_\_\_
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.  
Date Submitted: \_\_\_\_\_

## **PERSONNEL COMMITTEE RESPONSIBILITIES**

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): \_\_\_\_\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** \_\_\_\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: \_\_\_\_\_

## **CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES**

- **Secondary Considerations Approved:**  
DCR: \_\_ 7/3/2024 \_\_\_\_\_ SWCD Board: \_\_ 5/9/2024 \_\_\_\_\_
- **Average Cost List:**  
Submitted to DCR: \_\_ July 11, 2024 \_\_\_\_\_ SWCD Board Approved: \_\_ July 11, 2024 \_\_\_\_\_

## **EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES**

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS  
January 9, 2025  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

Happy New Year and full steam ahead on the last 6 months of this fiscal year! We officially welcome Bobby Clark to the Board and look forward to taking full advantage of his expertise! We will update our Committee assignment sheet, as needed, and distribute it electronically. Staff: did we get all our end of December actions taken care of?

**Treasurer / Finance Report  
Stephanie Shillingburg**

- I have reviewed the December 2024 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Please review the monthly Financial Reports provided in the Board Packet.
- **MOTION is needed “that the Treasurer’s report/documents be filed for audit”.**

**Board Secretary / Assistant Treasurer / Administrative Specialist  
Sarah Fleming**

**Items of Interest:**

- FY26 Budget requests from our jurisdictions are coming due.
  - Shenandoah, Frederick and Warren Counties funding requests have been submitted.
  - Clarke County is due 1/29/2025.
  - Winchester City request will be sent in January also.
- January will bring preparation of Tax Credit Packets and 1099’s for program participants.

**Monthly Happenings:**

- 20+ Cost Share Checks went out in December!
- Budget/Funding request preparation and submission.
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20<sup>th</sup> of each Month)
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Assist with BMP Part II’s
- Add meeting minutes and calendar items to the Website.

**Trainings/Education/Participation:**

- 12/05 – Navigating 1099 Form Webinar – Tax.1099
- DCR Security Training

**Office Closings:**

- Martin Luther King, Jr Day; January 20<sup>th</sup>

**Supervising Conservation Specialist  
Dana Gochenour**

**Training**

- Farm to Table conference- Weyers Cave

- Completed DCR IT Security training

#### **Promoting BMPs**

- Completed as-built inspection of S. Smith SL-6W. Also completed review of submitted bills and processed folder for payment (spring, Frederick Co.)
- Checked Shillingburg SL-1 for cover, processed submitted bills and completed folder for payment (Shenandoah Co.)
- Began reviewing bills for Dellinger SL-6W and WP-4LL (Mill Creek, Shenandoah Co.)
- Provided requested documentation to DCR engineering staff to complete as-built of Dellinger trail & walkway
- Assisted Allyson with Ag Seminar at Laurel Ridge CC
- Attended TMDL public meeting for Stony Creek, Pughs Run, Crooked Run
- Virtual meeting with Roland Owens (DCR), Debbie Cross, and LFSWCD staff to discuss possible updates to conservation plans and Tracking program
- Completed paperwork for Terry Foltz equipment tax credit
- Email communication with a Warren Co. absentee landowner who is interested in stream exclusion
- Communication with Shenandoah Valley Conservancy staff about co-held easements
- Worked with Nick on updates to Sine SL-6N/SL-7 plan map and budget

#### **Staff Relations**

- Attended the VACDE luncheon in Roanoke
- Worked with staff and Personnel committee to schedule personnel reviews in January
- Communication with Amanda Pennington regarding EJAA for several staff members

#### **Also this month:**

### **Senior Conservation Specialist Nick Livesay**

#### **Training**

- Annual DCR IT Security Awareness Training – online

#### **Promoting BMP's**

- Site visit and preliminary work for potential SL-6N/SL-7 in Shen. Co. (Narrow Passage)
- Visit with potential WQ-12/SL-7 in office in Shenandoah Co. (Passage Creek)
- Atwood (SL-6W: Manassas Run, Warren Co.) As-Built, bills, payment with Ben
- Whetzel (WP-4SF: Sinkholes, Shen. Co.) correspondence regarding design
- Correspondence with CREP project going out of lifespan in Shenandoah County
- Lutz (WP-4SF: Trib. to Stoney Creek, Shen. Co.) visit to discuss project details with Madison
- Correspondence, maps, and cost estimates for potential FR-3 in Clarke County
- Guy (SL-6W: SFSR, Warren Co.) as-built with Ben
- Huntley (FR-1: Warren Co.) final planting inspection with Kathleen (DOF)
- Sine (WP-4B: Narrow Passage, Shen. Co.) visit and project payment
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

#### **Other Relations**

- CTC and Board Meeting (12/12/24)
- Christmas Eve, Christmas, and Personal Floating Day Holidays
- **Worked part time this month utilizing Parental Leave**

### **Conservation Specialist Madison Coffey**

#### **Training:**

- Farm To Table Conference – 12/6/2024

- IT Security Awareness Training

**Promoting BMPs:**

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Reviewed bills, worked up reimbursements, and finalized files for multiple participants being paid out before the end of the calendar year.
- Pulled report for all projects paid in 2024 and finalized tax credit information in Tracking.
- Follow-up with Ben on 12/2/2024 to gather information about existing water system component details in order to complete water system design for Shiflett (Shen: SL-6W). Completed pressure worksheets and sent to NRCS engineering team for review.
- Initial site visit with Ben on 12/3/2024 for a potential SL-6W and animal waste project in Shenandoah County.
- Follow-up visit with Ben on 12/9/2024 for a potential stream exclusion and animal waste project in Frederick County to review program options and potential timeline.
- Follow-up visit with Ben on 12/11/2024 for a potential stream exclusion and animal waste project in Frederick County to review program options and potential timeline.
- Initial site visit on 12/13/2024 for a potential stream exclusion project in Frederick County. Sent follow-up information to landowner regarding program specifications.
- Initial site visit with DOF on 12/13/2024 for a potential tree planting project. Followed-up with DOF and determined a planting project was not the best option for this property. Communicated different options presented by DOF to landowner.
- Follow-up site visit with Ben on 12/26/2024 for a potential stream exclusion project. Review plan map and answered programmatic questions.

**Other Activities:**

- CTC Agenda Prep – 12/11/2024
- CTC Meeting – 12/12/2024
- Board Meeting – 12/12/2024
- Conservation Plan Reporting Zoom Call with DCR – 12/18/2024
- Woodstock Rotary Meeting – 12/18/2024
- CTC Agenda Prep – 12/26/2024

**Conservation Specialist  
Sabrina Heltzel**

**Training:**

- Attended 2-Day Farm-to-Table Conference

**Promoting BMPs:**

- Follow up site visit with NRCS and DOF for potential FR-1 in Shenandoah County
- Made plan map and cost estimate for potential SL-6N in Warren County
- Checked Miley SL-1 fields for germination/cover
- Prepared Baker WP-4 folder for closeout
- Processed Lantz SL-1 bills for reimbursement
- Initial visit with DOF for potential FR-1 in Shenandoah County
- Worked on Dellinger reimbursement with Dana
- Processed Baker WP-4 bills for reimbursement
- As-built Springwood Farm SL-6W and SL-7 with NRCS
- Follow up visit with Ben for potential SL-6 in Clarke County
- Processed Springwood Farm SL-6W and SL-7 bills for reimbursement
- Prepared Springwood Farm folder for closeout
- As-built Slate Run Farm stream crossings with Nick and Ben
- Processed Slate Run Farm bills for reimbursement
- Prepared Slate Run Farm folder for closeout
- Updated plan map and cost estimate for potential SL-7 in Shenandoah County

- Worked on Romero Variance Packet

**Other Activities:**

- Attended VACDE Luncheon at Roanoke Hotel to celebrate Ally's award
- Attended Monthly CTC Meeting
- Attended Monthly Board Meeting
- Attended Zoom call with Roland (DCR), Dana, Madison, and Ben to discuss making improvements to the Conservation Plan template/data entry
- Attended Woodstock Rotary Club Meeting and presented on VACS and VCAP programs with Madison

**Conservation Specialist  
Ben Loyd**

**Training:**

- Farm to Table Conference 12/5

**Promoting BMPs:**

- Follow up visit with Madison for water system information for SL-6W – Shenandoah County
- Mid-Construction check with Madison for WP-2A – Shenandoah County
- Mid-Construction check for SL-6W – Clarke County
- Initial visit with Madison for potential SL-6, SL-7, and WP-LL – Shenandoah County
- Fence staking with Dana for SL-6N – Shenandoah County
- As-Built with Dana for SL-6W – Frederick County
- As-Built with Dana for SL-7 – Clarke County
- Mid-Construction check for SL-6W – Clarke County
- Follow up visit with Madison for potential SL-1, SL-6W, and WP-4LL – Frederick County
- Fence staking with Dana for SL-6N – Shenandoah County
- SL-1 inspection with Dana – Shenandoah County
- Follow up visit with Madison for potential WP-4LL and SL-6W – Frederick County
- As-Built with Nick and Madison for SL-6W – Warren County
- Bills reviewed and reimbursement breakdown for SL-7 – Clarke County
- Entered SL-6N into tracking and updated conservation plan – Frederick County
- Sent updated sizing to DCR engineer for potential WP-4 – Shenandoah County
- Follow up visit with Sabrina for potential SL-6N – Clarke County
- Follow up visit for SL-1 – Frederick County
- As-Built with Nick for SL-6W – Warren County
- As-Built with Nick and Sabrina for stream crossing for SL-6W – Warren County
- Follow up visit with Madison for potential SL-6W – Shenandoah County
- Wrote grazing plan for SL-7 – Clarke County

**Other Activities:**

- CTC Meeting – 12/12
- Board Meeting – 12/12
- Helped pick up Dodge for yearly inspection

**Conservation Technical Assistant  
Sam Shelton**

- No written report submitted.

## Education & Program Support Specialist Allyson Ponn

### Education:

- SMSC Practicum Project meetings (x2)
  - o Final presentation
  - o Final meeting
- Human Impact on Soils Lab @ Handley HS (2 days)
- Envirothon planning

### Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Farm Finance and Conservation Seminar @ LRCC
- Cultivate Your Agribusiness contacts
- Frederick County Budget request
- Warren County Budget request
- Shenandoah County budget update
- New Director & BOS Folders
- Area 1 Winter Meeting prep
- Area 1 email list update

### Office/Program Support:

- Cover crop contracts – applications, acre reports, maps
- FSA map organization
- Clean out Jeep/Organize storage room
- Clermont Farm Unveiling + Reception planning, article support
- SL-8 EAN designation documentation

### VACDE/Training:

- Annual Auction prep – item registration, volunteer sign up, AllDistrict emails
  - o Raised \$7,600 for the Educational Foundation!
- VASWCD Annual Meeting 12/8-11
- DCR Security IT training
- VACDE Board onboarding

### Important Dates:

- January 28<sup>th</sup>: Clermont Farm Unveiling + Reception
- February 20<sup>th</sup>: Cultivate Your Agribusiness Conference, Laurel Ridge CC

## Conservation Technical Committee 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

- Please review the attached email from Megen with SVSWCD and the agreement between SVSWCD and Schnabel Engineering.

**Motion:** Move to agree to the contract for engineering services between the Shenandoah Valley SWCD and Schnabel Engineering, LLC

## Education & Information Joan Comanor

- The Committee is meeting immediately following the Board meeting to review the awards luncheon and any suggestions for the future, Envirothon 2025 planning, and outreach event plans.

**Legislative Committee**  
**Paul Burkholder**

- No written report submitted.

**Personnel**  
**Joan Comanor**

- The Committee is meeting immediately prior to the Board meeting and will discuss potential personnel policy additions and automatic pay adjustments among other items.

**Operations**  
**Justin Mackay-Smith**

- The district replaced the 2014 Jeep Patriot with a 2023 Nissan Armada on December 30, 2024. This was purchased with the Vehicle Reserve Funds dedicated for such. The Jeep was used as a trade in the purchase.

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

- There was no meeting in December. Next meeting scheduled for January 16th.

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

- The WRAC met December 18, but I was sick and did not attend. Mary Gessner: anything to report?

**Shenandoah Pure Water Forum**  
**Jack Owens**

- No written report submitted.

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

- No written report submitted.

**Department of Conservation & Recreation (DCR)**  
**Debbie Cross**

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **SWCD Board Officers, 2025 Meeting Dates & Times, Committee Appointments, Associate Director appointment/reappointments:** These tasks typically occur annually in January. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2025 Calendar Year regular meeting date and time. Send updates to the VASWCD and partners. Committee appointments usually appointed by the Chair occur in January/February.
- **Quarterly Reports due January 15, 2025, 2<sup>nd</sup> Qtr.** Attachment E, cash balance & profit & loss reports.
- **Federal Mileage Rate for CY 2025:** Effective 01/01/25, the IRS standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be **70 cents per mile** driven for business use, up 3 cents from the PY 2024 rate. **The new mileage rate should officially be approved by the Board of Directors at the Jan. board meeting.** <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- **New eVa Requirement for All Contracts:** As of Jan. 1, 2025, changes to the Va. Public Procurement Act will take effect and all public contracts with nongovernmental contractors for the purchase or lease of goods, services, insurance or construction will be required to go through eVa. While SWCDs may still advertise through their normal process, they must also post to eVa and accept electronic bids/proposals through the eVa platform. The SWCD may still accept hard copies bids from advertising contracts in other places but must also accept bids/proposals through eVa. Email is not considered an acceptable, safe platform for receiving bids, thus eVa is offered as the alternative safe procurement platform. The procurement act only applies to contracts from public bodies; this does not impact the bid process used by producers for Ag BMPs. The eVa system is available to SWCDs free of charge. If you do not already have an eVa account, you can contact your local government procurement account executive for assistance. Their contact information can be found at: <https://dgs.virginia.gov/globalassets/business-units/dps/documents/localgovernment/virginiafullcounties->

[asof04242018.pdf](#) . DCR has arranged for eVA training on February 3. Zoom link to come soon. Mark your calendar for this training.

**AG COST SHARE ITEMS:**

- **Deadline for Ag BMP Tax Credits & supporting documentation to Producers is 1/31/25.** The District must send each impacted producer a Virginia Form ABM, tax certificate letter(s) with attached certificates, as well as the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. After that point, it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation. Producers have until December 31<sup>st</sup> of the year following the credit to submit their application (i.e., for a 2024 tax credit the application must be filed by 12/31/25).
- **Agriculture Equipment Tax Credit:** For any producer who makes inquiries about the Agricultural Equipment Credit, the District must provide a blank copy of the Virginia Form AEC, a letter confirming that an approved soil conservation plan is on file at the District, and a blank copy of the certified statement signed by the producer and their nutrient management planner (i.e., not the District) stating that their NMP is being implemented. Note if there is no approved conservation plan, a CP would need to be developed and Board-approved; depending on when the District is approached by the producer, this may not be possible since these documents must be turned into the Virginia Department of Taxation at least **90 days prior to the producer's state income tax filing deadline. In many cases, this means 90 days before May 1, which is January 31.**
- **Follow-up to Random BMP Verifications:** Please continue to work with participants who have BMPs with maintenance needs and remember to update the Verification Module as repairs are completed.
- **Reminder contract signatures:** districts need to review Section 12 (Page 21-22) of the PY25 Cost-Share and TA Policy, which addresses missing signatures on the VACS Contract. This is not a new policy as it went into effect July 1, 2022. Should DCR discover missing signatures on Contract Part I, II, or III it will be documented & reported to DCR-Richmond. This is an OAG driven policy change and consequences for not following the policy require VSWCB action.
  - **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.**

**Grant Agreement Reminders:**

- **Plan, coordinate and deliver an Ag Outreach Event that meets the following criteria:**
  - a) Market event through at least 3 venues, 1 to be directed to small farmers or socially disadvantaged producers.
  - b) Include at event SWCD history, mission, introduction of directors & staff and offered programs.
  - c) Must include a discussion panel featuring ag producers who have participated in the VACS program.
  - d) Notify and invite all agency partners, including the VSU-Small Farm Outreach Program, to participate.
- **Semi-Annual Personnel Evaluations:** Per grant agreement districts must maintain position descriptions and performance expectations, a personnel policy, and conduct employee evaluations. January is the perfect time for mid-year evaluations.
- **Annual Plan of Work Review:** **conducted at least once during the FY by the Board & recorded in board meeting minutes.**
- **4Year Long-Range/Strategic Plan Review:** conducted at least once during the FY by the Board & recorded in board meeting minutes. Check expiration date and plan accordingly.
- **Desktop Procedures for District Fiscal Operations** must be reviewed annually by the District Board, or their Finance Committee and documented in board meeting minutes.
- **Finance Committee Meetings.** Desktop Procedures requires finance committee meet at least twice a year.

**Upcoming Dates to Remember:**

Jan 8: **Virginia General Assembly Convenes**

Jan 9: **VASWCD Legislative Day, Richmond** (details in 12/30 Alldistrict email from Kendall Tyree)

Jan 10: **Potomac Council Virtual Meeting 9:00 am**

Jan 10: **Potomac Watershed Roundtable Virtual Meeting 10 :00 am**

Jan 20: **State Offices Closed for Martin Luther King Holiday**

**Jan. 28-31: VA Forage & Grassland Council Winter Conferences;** Various locations throughout state; For details:

<https://vaforages.org>

- **Jan 30: VFGC Conference,** Fauquier Co. Fairgrounds, Warrenton VA

- **Jan 31: VFGC Conference,** Blue Ridge Comm. Coll. Plecker Center., Weyers Cave

Feb 3: **eVA Zoom Training.** **More details forthcoming**

Feb 4: **Virginia General Assembly Crossover**

Feb 22: **Virginia General Assembly adjourns.**

Mar 25: **Area I Spring Meeting, Buchanan, more details forthcoming**

Apr 3: **Area II Spring Meeting, Warrenton, details forthcoming from host John Marshall SWCD**

*CDC Report Electronically sent 12/31/2024.*

**VA Cooperative Extension**

- 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**

- Nothing to report.



We work with the people who work the land.

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

**MINUTES**

The December 12, 2024, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

**LFSWCD Directors**

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

**Associate Directors**

- Stephanie Shillingburg
- Ed Pendleton

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

- Debbie Cross, CDC, DCR
- Brian Brezinski, NRCS
- Robert Clark, VA Cooperative Extension

**LFSWCD Staff Members**

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

**Absent Directors or Staff:**

- Emma Bricker
- Paul Burkholder
- Mary Gessner
- Ira Richards
- Jason Bushong
- Allyson Ponn

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***LFSWCD Board Vice-Chair James Fagan called the meeting to order at 10:00 am.***

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

We work with the people who work the land.

**MOTION:** Board approval of the November 14, 2024, Board of Director meeting minutes. Motion made by Mark Huddleston, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

**Chairwoman’s Report: Joan Comanor**

- Due to our Chairwoman being under the weather the meeting was led by Vice Chair James Fagan.
- Chair report was reviewed.
- Annual Meeting update.
- Jim presented Tyler and Lemuel with their Annual Awards Certificate at the Shenandoah County B.O.S. meeting.
- On behalf of Chairwoman Comanor Jim Fagan presented the Nomination/Election of Board of Director Officers and the 2025 Board of Directors meeting schedule.

**MOTION:** Board approval of the 2025 Board meeting calendar of which meetings will take place on the 2<sup>nd</sup> Thursday of each Month at 10:00am, and the 2025 nominations/election/appointments of office for Board Chair: Joan Comanor, Board Vice-Chair: James Fagan; Board Secretary: Sarah Fleming and Board Treasurer: Stephanie Shillingburg, FOIA Officer: Allyson Ponn, and Record Retention Officer: Sarah Fleming. Motion made by Kermit Gaither, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

**MOTION:** Board approval to delegate authority to the Board Chair and/or CTC Chair to authorize any mandatory action between now (12/12/2024) and the next Board of Directors meeting (1/9/2025). Motion made by Randy Buckley, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.



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**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

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

- Reviewed written report.
- Reminder of upcoming Budget/Funding Request deadlines.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.

**Senior Conservation Specialist, Nick Livesay:**

- Gave thanks to staff for help during leave.

**Conservation Specialist, Madison Coffey:**

- Reviewed her written report.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.
- Gave a brief explanation of happenings at the Floodplain Septic Ordinance meeting she attended with Joan in Shenandoah County.
- Announced she will be taking maternity leave in summer 2025 and was roundly congratulated.

**Conservation Specialist, Ben Loyd**

- Reviewed written report.
- Will be doing the Field Review portion of his Conservation Specialist Certification on Dec 31<sup>st</sup> with Carl/DCR.

**Conservation Technical Assistant, Sam Shelton**

- Reviewed written report.

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

- Allyson was absent due to speaking at an Ag Seminar being held at Laurel Ridge Community College.

**Committee Updates:**

**Conservation Technical - Mary Gessner**

- In Mary’s absence Justin Mackay-Smith reviewed the CTC Report. Motions are as follows:



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Motion to recommend that the board approve all tax credits as listed below and their associated conservation plans.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-24-0027	13-24-0075	583339	Shen./Stream Exclusion with Gr	SL-6W	\$ 1,457.24
CP-13-24-0028	13-24-0077	583583	Shen./Cropland Conversion to H	SL-1	\$ 120.35
CP-13-24-0010	13-24-0023	579727	Shen./Animal Waste Facility	WP-4	\$ 21,056.01
Manual CP	13-22-0015	458897	Shen./ Dairy Loafing Lot	WP-4B	\$ 6,886.52
CP-13-25-0004	13-25-0002		Shen./ Cropland Conversion	SL-1	\$ 572.13

Motion made by Justin Mackay-Smith, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve all SL-8H practices listed below.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0079	647207	Shenandoah	Harvestable Co	SL-8H	High	118	28.68	N \$ 3,503.40
N/A	13-25-0086	647278	Shenandoah	Harvestable Co	SL-8H	High	109	34.61	N \$ 1,178.60
N/A	13-25-0055	646547	Shenandoah	Harvestable Co	SL-8H	High	107	28.78	N \$ 3,564.00
N/A	13-25-0078	647191	Shenandoah	Harvestable Co	SL-8H	High	107	29.79	N \$ 2,071.60
N/A	13-25-0082	647240	Shenandoah	Harvestable Co	SL-8H	High	105	28.82	N \$ 5,080.20
N/A	13-25-0021	647153	Shenandoah	Harvestable Co	SL-8H	High	104	37.61	N \$ 1,179.60
N/A	13-25-0087	647284	Shenandoah	Harvestable Co	SL-8H	High	103	27.69	N \$ 5,767.80
N/A	13-25-0074	647156	Frederick	Harvestable Co	SL-8H	High	103	38.49	N \$ 500.00
N/A	13-25-0035	647203	Shenandoah	Harvestable Co	SL-8H	High	103	40.47	N \$ 240.00
N/A	13-25-0085	647256	Shenandoah	Harvestable Co	SL-8H	High	100	30.99	N \$ 2,550.60
N/A	13-25-0084	647252	Shenandoah	Harvestable Co	SL-8H	High	98	32.09	N \$ 1,293.60
N/A	13-25-0064	646725	Shenandoah	Harvestable Co	SL-8H	High	96	29.83	N \$ 4,331.60
N/A	13-25-0054	646515	Shenandoah	Harvestable Co	SL-8H	High	96	36.53	N \$ 796.20
N/A	13-25-0048	646464	Shenandoah	Harvestable Co	SL-8H	High	95	38.55	N \$ 1,108.80
N/A	13-25-0031	643183	Shenandoah	Harvestable Co	SL-8H	High	94	29.32	N \$ 2,078.00
N/A	13-25-0019	646496	Shenandoah	Harvestable Co	SL-8H	High	92	34.93	N \$ 1,031.40
N/A	13-25-0083	647250	Shenandoah	Harvestable Co	SL-8H	High	92	36.86	N \$ 1,105.40
N/A	13-25-0052	646501	Shenandoah	Harvestable Co	SL-8H	High	92	39.56	N \$ 532.60
N/A	13-25-0060	646582	Shenandoah	Harvestable Co	SL-8H	High	91	41.56	N \$ 90.00
N/A	13-25-0049	646485	Shenandoah	Harvestable Co	SL-8H	High	90	35.59	N \$ 869.20
N/A	13-25-0075	647262	Frederick	Harvestable Co	SL-8H	High	89	38.65	N \$ 564.60
N/A	13-25-0068	646794	Shenandoah	Harvestable Co	SL-8H	High	89	42.71	N \$ 134.80
N/A	13-25-0065	646741	Shenandoah	Harvestable Co	SL-8H	High	87	41.06	N \$ 366.60
N/A	13-25-0067	646862	Frederick	Harvestable Co	SL-8H	Medium	102	32.77	N \$ 1,406.80
N/A	13-25-0069	646812	Shenandoah	Harvestable Co	SL-8H	Medium	97	32.83	N \$ 1,899.40
N/A	13-25-0063	646723	Shenandoah	Harvestable Co	SL-8H	Medium	95	33.07	N \$ 1,930.00
N/A	13-25-0062	646722	Clarke	Harvestable Co	SL-8H	Medium	93	33.50	N \$ 1,300.00
N/A	13-25-0047	646460	Clarke	Harvestable Co	SL-8H	Medium	91	29.57	N \$ 2,500.00
N/A	13-25-0059	646572	Frederick	Harvestable Co	SL-8H	Medium	88	32.96	N \$ 1,430.80
N/A	13-25-0051	646541	Clarke	Harvestable Co	SL-8H	Medium	82	43.48	N \$ 521.20
N/A	13-25-0066	646789	Frederick	Harvestable Co	SL-8H	Medium	79	38.29	N \$ 1,000.00
N/A	13-25-0070	646853	Clarke	Harvestable Co	SL-8H	Medium	77	30.51	N \$ 24,963.00
N/A	13-25-0058	646569	Clarke	Harvestable Co	SL-8H	Medium	75	39.42	N \$ 811.40
N/A	13-25-0077	647188	Clarke	Harvestable Co	SL-8H	Low	100	36.41	N \$ 2,876.60
N/A	13-25-0057	646568	Clarke	Harvestable Co	SL-8H	Low	87	46.80	N \$ 308.00
N/A	13-25-0081	647237	Clarke	Harvestable Co	SL-8H	Low	86	35.62	N \$ 7,497.00

Motion made by Justin Mackay-Smith, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.



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

Motion to recommend that the board approve all SL-8B and SL-8M practices listed below.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	
N/A	13-25-0035	647204	Shenandoah	Small Grain and	SL-8B	High	114	25.09	Y	\$	1,400.70
N/A	13-25-0082	647244	Shenandoah	Small Grain and	SL-8M	High	113	22.45	N	\$	2,745.00
N/A	13-25-0073	647141	Frederick	Small Grain and	SL-8B	High	112	19.85	Y	\$	3,360.00
N/A	13-25-0053	646504	Shenandoah	Small Grain and	SL-8B	High	112	23.50	Y	\$	2,111.90
N/A	13-25-0050	647090	Shenandoah	Small Grain and	SL-8B	High	110	21.22	Y	\$	3,187.20
N/A	13-25-0054	646520	Shenandoah	Small Grain and	SL-8B	High	109	15.24	Y	\$	5,437.00
N/A	13-25-0074	647159	Frederick	Small Grain and	SL-8B	High	109	20.96	Y	\$	1,980.00
N/A	13-25-0078	647195	Shenandoah	Small Grain and	SL-8B	High	108	25.16	Y	\$	1,419.60
N/A	13-25-0038	643565	Shenandoah	Small Grain and	SL-8B	High	101	10.46	Y	\$	7,641.90
N/A	13-25-0006	646513	Shenandoah	Small Grain and	SL-8B	High	101	12.94	Y	\$	5,390.00
N/A	13-25-0085	647261	Shenandoah	Small Grain and	SL-8B	High	100	14.64	Y	\$	638.40
N/A	13-25-0080	647217	Shenandoah	Small Grain and	SL-8B	High	98	9.72	Y	\$	44,729.10
N/A	13-25-0060	646578	Shenandoah	Small Grain and	SL-8B	High	98	21.71	Y	\$	1,644.30
N/A	13-25-0019	646752	Shenandoah	Small Grain and	SL-8B	High	97	20.88	Y	\$	2,330.30
N/A	13-25-0068	646795	Shenandoah	Small Grain and	SL-8B	High	96	25.24	Y	\$	819.90
N/A	13-25-0082	647243	Shenandoah	Small Grain and	SL-8B	High	95	9.63	Y	\$	15,215.40
N/A	13-25-0064	646724	Shenandoah	Small Grain and	SL-8B	High	94	26.15	Y	\$	560.00
N/A	13-25-0056	646549	Shenandoah	Small Grain and	SL-8B	High	90	25.54	Y	\$	843.50
N/A	13-25-0087	647280	Frederick	Small Grain and	SL-8B	Medium	106	13.46	Y	\$	6,156.00
N/A	13-25-0049	646482	Shenandoah	Small Grain and	SL-8B	Medium	105	22.17	Y	\$	3,495.80
N/A	13-25-0058	646570	Clarke	Small Grain and	SL-8B	Medium	82	24.29	Y	\$	2,158.80
N/A	13-25-0066	646786	Frederick	Small Grain and	SL-8B	Medium	76	22.64	Y	\$	2,984.80
N/A	13-25-0077	647190	Clarke	Small Grain and	SL-8B	Low	102	21.27	Y	\$	5,386.50
N/A	13-25-0047	646456	Clarke	Small Grain and	SL-8B	Low	90	18.13	Y	\$	6,300.00
N/A	13-25-0069	646825	Shenandoah	Small Grain and	SL-8B	Low	82	23.74	Y	\$	3,259.00
N/A	13-25-0051	646500	Clarke	Small Grain and	SL-8B	Low	77	31.80	Y	\$	3,727.80
N/A	13-25-0070	646833	Clarke	Small Grain and	SL-8B	Low	72	15.99	Y	\$	71,889.30

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve the cost share for 13-25-0046 CCI SL-6W										
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0046	646328	Shenandoah	Stream Exclusi	CCI-SL-6W	High	141	23.66	N	\$ 10,466.25

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve the conservation plan and cost share for 13-25-0071 SL-6W										
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0028	13-25-0071	646918	Shenandoah	Stream Exclusi	SL-6W	High	111	8.43	Y	\$ 157,191.25

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve cost share for 13-25-0088 CCI SL-6W										
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0088	647392	Shenandoah	Stream Exclusi	CCI-SL-6W	High	108	24.90	N	\$ 2,708.75

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve cost share for 13-25-0072 CCI SL-6W

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0072	646920	Shenandoah Stream Exclud	CCI-SL-6W	High	108	28.40	N	\$ 4,097.50

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve sending 13-25-0061 SL-6W to the DCR Variance Committee for review.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0029	13-25-0061	646672	Shenandoah Stream Exclud	SL-6W	High	101	16.60	Y	\$ 367,651.25

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve Conservation plan and cost share for 13-25-0035 SL-1

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0027	13-25-0035	646648	Shenandoah Long Term Veg	SL-1	High	86	31.09	N	\$ 15,953.00

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve conservation plan and cost share for 13-25-0076 SL-6W

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0024	13-25-0076	647225	Frederick Stream Excl	SL-6W	Medium	42	14.21	Y	\$ 41,810.61

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve conservation plan and cost share for 13-25-0023 FR-3

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0020	13-25-0023	614586	Shenandoah Riparian Forest	FR-3	Low	86	28.50	Y	\$ 8,988.30

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve increase cost share for 13-25-0002 SL-1

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0004	13-25-0002	590058	Shenandoah Cropland Conve	SL-1	High			N	\$ 164.10

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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**Motion to recommend that the board approve extending the cover crop planting deadlines per VACS guidelines due to the documented drought information for all cover crop practices including the SL-8B practice.**

**Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

**Motion to recommend that the board delegate authority to the CTC chairs and the board chair for end of year tax credit and cost share actions needed. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

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

- Dana gave a verbal report of the latest Dam Owners meeting and happenings.

**Motion to recommend that the board delegate authority to the DAM Safety Chair and/or Board Chair to sign Dam Repair Agreement “Engineering Task Order Contract” once available. Motion made by James Fagan, seconded by Justin Mackay-Smith. Motion Passed.**

**Voting Ballot is as follows.** *\*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

**Education & Information – Joan Comanor**

- The committee will meet January 9<sup>th</sup> immediately following the Board of Directors meeting.

**Legislative – Paul Burkholder**

- In Paul’s absence Reid gave an update on Legislative happenings.

**Personnel – Joan Comanor**

- The committee meeting scheduled AFTER the December 12<sup>th</sup> Board of Directors meeting has been cancelled due to illness.
  - Rescheduled for 8:30am 1/9/2024. Will take place in the office conference room.
- Joan requested Dana work with Staff for possible dates in January for mid-year personnel reviews.



We work with the people who work the land.

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**Motion to recommend that the board delegate authority to Personnel Committee Chair to address any needed personnel related items prior to the next meeting. Motion made by Joan Comanor, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

**Operations – Justin Mackay-Smith**

- No new activity.

**Local Agency Updates:**

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

- Absent.

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

- Next meeting will be December 18th.

**Shenandoah Pure Water Forum – Jack Owens**

- Jack gave an update on the latest meeting.

**Alliance for the Shenandoah Valley – Joan Comanor**

- Joan has termed out of being on the Alliance Board after 6 years of service. However, she will stay on as a committee member.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- In Brent’s absence, Brian shared a handout and gave an update on NRCS happenings.

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

- Debbie reviewed key items in her written report.
- Highlighted training dates & other important due dates.
  - Annual IT Security Training for Staff.
  - Director FOIA Training.

**Virginia Cooperative Extension: Vacant.**

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

**Department of Environmental Quality: Sara Jordan**



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- Not in attendance.

**Other:**

**Adjournment:**

**MOTION: to Adjourn. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

The meeting adjourned at approximately 10:58am.

Respectfully submitted,

*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

DRAFT

**BOD Meeting Attendance  
FY 2025 (JUL 2024 - JUN 2025)**

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>													
Joan Comanor, Vice Chair		X	X	X	X	X	X						
Mary Gessner		X	X	X	X	X	A						
James Fagan		X	X	X	X	X	X						
Kermit Gaither		A	A	A	X	X	X						
Jack Owens		A	A	X	A	X	X						
Paul Burkholder		X	X	X	X	X	A						
Reid Hoak		X	X	X	X	X	X						
Justin MacKay-Smith		X	A	X	X	X	X						
Randy Buckley		X	X	X	X	X	X						
Corey Childs		X	A										
Emma Bricker		A	X	X	X	X	A						
Mark Huddleston		X	X	X	X	X	X						
<b>Associate Board of Directors</b>													
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X						
Jason Bushong		A	A	A	A	A	A						
Ed Pendleton		X	X	A	X	X	X						
Ira "Buck" Richards		A	A	A	A	A	A						
<b>Staff</b>													
Madison Coffey		X	X	X	X	X	X						
Sarah Fleming		X	X	X	X	X	X						
Dana Gochenour		X	X	T	X	X	X						
Nick Livesay		X	X	X	X	L	X						
Allyson Ponn		X	X	X	X	X	Event						
Sabrina Vladu		X	A/L	X	X	X	X						
Sam Shelton		X	X	X	X	X	X						
Ben Loyd		X	X	X	X	X	X						
<b>Guests</b>													
Debbie Cross, DCR		X	X	X	X	X	X						
Brent Baritteau, NRCS		X		X	X	X							
Brian Brezenski, NRCS			X				X						
Bobby Clark							X						
Alex, NRCS							X						

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

01/06/25

July through December 2024

Cash Basis

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income Designated Receipts</b>			
Comm. Garden/Harv. Fest. Income	650.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
FY 25 VNRCF TA (Base+Add)	398,682.24	504,464.50	79.0%
<b>Total Income Designated Receipts</b>	<b>408,332.24</b>	<b>513,464.50</b>	<b>79.5%</b>
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
Clarke	10,450.00	10,450.00	100.0%
Frederick	6,641.50	13,283.00	50.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
<b>Total County/City Contributions</b>	<b>62,091.50</b>	<b>68,733.00</b>	<b>90.3%</b>
DCR Annual Operations Funds	206,224.68	413,183.00	49.9%
EOL Varification Earnings	7,500.00		
Interest Income	43,837.20	12,000.00	365.3%
<b>Other Income</b>			
Donations	400.00	400.00	100.0%
Refunds	650.00		
<b>Total Other Income</b>	<b>1,050.00</b>	<b>400.00</b>	<b>262.5%</b>
<b>VCAP</b>			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
<b>Total VCAP</b>	<b>8,145.24</b>		
<b>Total Undesignated Receipts</b>	<b>328,848.62</b>	<b>494,316.00</b>	<b>66.5%</b>
<b>Total Income</b>	<b>737,180.86</b>	<b>1,007,780.50</b>	<b>73.1%</b>
<b>Gross Profit</b>	<b>737,180.86</b>	<b>1,007,780.50</b>	<b>73.1%</b>
<b>Expense</b>			
Awards Banquet	2,732.20	3,000.00	91.1%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	598.00	6,000.00	10.0%
<b>District Regular Expenses</b>			
Board Expenses	5,512.96	15,000.00	36.8%
<b>Dues</b>			
Nat. Assoc. of Cons. Districts	775.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	<b>4,367.00</b>	<b>4,500.00</b>	<b>97.0%</b>
<b>Ed &amp; Info / Public Outreach</b>			
Display/Ed Material/Brochures	372.09	500.00	74.4%
Ed Staff Training/Conferences	0.00	300.00	0.0%
<b>Envirothon</b>			
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
<b>Total Envirothon</b>	<b>319.05</b>	<b>1,000.00</b>	<b>31.9%</b>
Outreach Event(s)	0.00	1,000.00	0.0%
<b>Total Ed &amp; Info / Public Outreach</b>	<b>691.14</b>	<b>2,800.00</b>	<b>24.7%</b>
Insurance	257.00	1,750.00	14.7%
<b>Office Expenses</b>			
IT Services & Support / Web	3,349.85	12,500.00	26.8%

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

01/06/25

July through December 2024

Cash Basis

	Jul - Dec 24	Budget	% of Budget
Office Equipment	4,510.07	10,000.00	45.1%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,264.00	5,000.00	65.3%
Office Supplies	2,139.83	5,500.00	38.9%
Postage	477.83	750.00	63.7%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	2,724.09	6,500.00	41.9%
<b>Total Office Expenses</b>	<b>16,702.35</b>	<b>54,250.00</b>	<b>30.8%</b>
<b>Personnel/Staff Expenses</b>			
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	2,845.51	10,000.00	28.5%
Staff Salaries & Benefits	172,213.70	718,500.00	24.0%
<b>Total Personnel/Staff Expenses</b>	<b>175,059.21</b>	<b>730,900.00</b>	<b>24.0%</b>
<b>Vehicle Gas &amp; Service</b>	<b>2,975.31</b>	<b>6,000.00</b>	<b>49.6%</b>
<b>Total District Regular Expenses</b>	<b>205,564.97</b>	<b>815,200.00</b>	<b>25.2%</b>
<b>VCAP Expenditures</b>			
VCAP Cost Share disbursements	4,545.24		
<b>Total VCAP Expenditures</b>	<b>4,545.24</b>		
<b>Total Expense</b>	<b>213,440.41</b>	<b>825,200.00</b>	<b>25.9%</b>
<b>Net Ordinary Income</b>	<b>523,740.45</b>	<b>182,580.50</b>	<b>286.9%</b>
<b>Net Income</b>	<b>523,740.45</b>	<b>182,580.50</b>	<b>286.9%</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

01/06/25  
Cash Basis

As of December 31, 2024

	Dec 31, 24
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	45,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	130,000.00
Tech Staff Salary Res. (State)	850,000.00
Dam Safety Reserve	70,000.00
Admin. Secretary Salary Reserve	130,000.00
Education Salary Reserve	130,000.00
Vehicle Reserve (State)	38,577.90
<b>Total Dedicated Reserves</b>	<b>1,523,577.90</b>
<b>Operations</b>	
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,425.00
Donations	1,600.00
<b>Total Other Income</b>	<b>3,025.00</b>
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	12,823.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,728.19
<b>Total Community Garden/Harvest Fest.</b>	<b>4,962.05</b>
<b>Total Special Projects</b>	<b>4,962.05</b>
Sales/Services	2,063.70
DCR Operating Funds	390,202.85
Interest	58,799.51
Local Gov't Funds	86,813.99
<b>Total Operations</b>	<b>604,984.77</b>
<b>Restricted Funds</b>	
VNRCF TA	
FY 25 VNRCF TA	322,841.79
<b>Total VNRCF TA</b>	<b>322,841.79</b>
VCAP TA	3,600.00
<b>Cost Share Funds</b>	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
<b>WQIA</b>	
2025 CB VACS	1,752,280.89
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	3,152,748.76
2023 CB VACS Transfer (22)	209,605.18
2023 CB VACS	1,516,980.27
2022 CB VACS	831,934.72
<b>Total WQIA</b>	<b>7,467,791.96</b>
<b>Total Cost Share Funds</b>	<b>7,467,791.96</b>
<b>Other restricted funds</b>	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

01/06/25

Cash Basis

As of December 31, 2024

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	Dec 31, 24
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
<b>Total Grants</b>	<b>1,358.94</b>
<b>Total Other restricted funds</b>	<b>1,358.94</b>
<b>Total Restricted Funds</b>	<b>7,795,592.69</b>
<b>TOTAL</b>	<b>9,924,155.36</b>

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## Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,288,792.19
<b>Cleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	12/09/2024	5433	Card Services	X	-3,639.80	-3,639.80
Check	12/09/2024	5431	Virginia Business Sy...	X	-512.60	-4,152.40
Check	12/09/2024	5430	Allyson Ponn	X	-464.85	-4,617.25
Check	12/09/2024	5429	Max Real Group, LLC	X	-408.00	-5,025.25
Check	12/09/2024	5432	Cabin Hill T's LLC	X	-400.00	-5,425.25
Check	12/09/2024	5425	Virginia Business Sy...	X	-331.10	-5,756.35
Check	12/09/2024	5428	Purchase Power	X	-214.99	-5,971.34
Check	12/09/2024	5427	Shentel	X	-188.51	-6,159.85
Check	12/09/2024	5426	Pitney Bowes Globa...	X	-165.33	-6,325.18
Total Checks and Payments					-6,325.18	-6,325.18
<b>Deposits and Credits - 4 items</b>						
Deposit	12/06/2024			X	161,895.33	161,895.33
Deposit	12/13/2024			X	150.00	162,045.33
Deposit	12/27/2024			X	400.00	162,445.33
Deposit	12/31/2024			X	8,697.51	171,142.84
Total Deposits and Credits					171,142.84	171,142.84
Total Cleared Transactions					164,817.66	164,817.66
Cleared Balance					164,817.66	2,453,609.85
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	12/18/2024	5435	Reid Hoak		-410.89	-489.88
Check	12/18/2024	5438	Queen Street Diner		-273.70	-763.58
Check	12/18/2024	5441	Purchase Power		-262.84	-1,026.42
Check	12/18/2024	5436	Allyson Ponn		-153.18	-1,179.60
Check	12/18/2024	5439	Quill Corporation		-69.99	-1,249.59
Check	12/18/2024	5437	Sarah R. Fleming		-42.48	-1,292.07
Check	12/26/2024	5442	Joan M. Comanor		-643.03	-1,935.10
Check	12/27/2024	5444	Shentel		-191.33	-2,126.43
Check	12/27/2024	5445	Quill Corporation		-91.28	-2,217.71
Check	12/27/2024	5443	Edward Pendleton		-29.48	-2,247.19
Check	12/30/2024	5446	TRI STATE NISSAN		-46,422.10	-48,669.29
Check	12/31/2024	5449	Max Real Group, LLC		-408.00	-49,077.29
Check	12/31/2024	5450	Virginia Business Sy...		-298.18	-49,375.47
Check	12/31/2024	5448	Virginia Department ...		-257.00	-49,632.47
Total Checks and Payments					-49,632.47	-49,632.47
<b>Deposits and Credits - 2 items</b>						
Deposit	02/28/2018				23.58	23.58
Deposit	04/16/2020				5,000.00	5,023.58
Total Deposits and Credits					5,023.58	5,023.58
Total Uncleared Transactions					-44,608.89	-44,608.89
Register Balance as of 12/31/2024					120,208.77	2,409,000.96
<b>Ending Balance</b>					<b>120,208.77</b>	<b>2,409,000.96</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
First Bank, Period Ending 12/31/2024

---

	<u>Dec 31, 24</u>
<b>Beginning Balance</b>	2,288,792.19
<b>Cleared Transactions</b>	
Checks and Payments - 9 items	-6,325.18
Deposits and Credits - 4 items	171,142.84
	<hr/>
<b>Total Cleared Transactions</b>	164,817.66
	<hr/>
<b>Cleared Balance</b>	<b>2,453,609.85</b>
	<hr/> <hr/>
<b>Uncleared Transactions</b>	
Checks and Payments - 15 items	-49,632.47
Deposits and Credits - 2 items	5,023.58
	<hr/>
<b>Total Uncleared Transactions</b>	-44,608.89
	<hr/>
<b>Register Balance as of 12/31/2024</b>	<b>2,409,000.96</b>
	<hr/> <hr/>
<b>Ending Balance</b>	2,409,000.96

## Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,797,603.95
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	10/24/2024	3877	Carl DeHaven	X	-19,339.80	-19,339.80
Check	12/09/2024	3883	Massanutten View F...	X	-42,839.46	-62,179.26
Check	12/09/2024	3881	Walnut Lane Dairy	X	-9,697.80	-71,877.06
Check	12/09/2024	3882	James W. Clem, Jr.	X	-2,298.22	-74,175.28
Check	12/18/2024	3887	Dean A. Shillingburg	X	-9,010.60	-83,185.88
Total Checks and Payments					-83,185.88	-83,185.88
<b>Deposits and Credits - 2 items</b>						
Deposit	12/06/2024			X	1,187,656.40	1,187,656.40
Deposit	12/31/2024			X	31,470.25	1,219,126.65
Total Deposits and Credits					1,219,126.65	1,219,126.65
Total Cleared Transactions					1,135,940.77	1,135,940.77
Cleared Balance					1,135,940.77	8,933,544.72
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	10/16/2024	3875	Valerie Kanavy		-3,731.63	-3,731.63
Check	12/09/2024	3884	Woodbine Farms, Inc.		-147,637.21	-151,368.84
Check	12/13/2024	3885	Dennis D. Baker		-151,138.42	-302,507.26
Check	12/13/2024	3886	Audley Farm		-30,246.62	-332,753.88
Check	12/18/2024	3890	Gary A. Lantz		-16,776.91	-349,530.79
Check	12/18/2024	3888	Jadwyn Acres Farm...		-5,246.54	-354,777.33
Check	12/18/2024	3889	Charles M. Dellinger		-4,455.96	-359,233.29
Check	12/26/2024	3898	Virginia Resource A...		-548,690.25	-907,923.54
Check	12/26/2024	3896	Virginia Resource A...		-151,337.56	-1,059,261.10
Check	12/26/2024	3893	Virginia Resource A...		-103,770.46	-1,163,031.56
Check	12/26/2024	3891	Virginia Resource A...		-81,522.23	-1,244,553.79
Check	12/26/2024	3892	Springwood Farms, ...		-47,716.34	-1,292,270.13
Check	12/26/2024	3894	William A. Atwood		-47,021.54	-1,339,291.67
Check	12/26/2024	3897	Shawn N. Smith		-12,417.99	-1,351,709.66
Check	12/26/2024	3900	4F & L Land Holding...		-10,466.25	-1,362,175.91
Check	12/26/2024	3895	Sycamore Spring Fa...		-9,265.84	-1,371,441.75
Check	12/26/2024	3901	Harry B. Polk, Jr.		-2,708.75	-1,374,150.50
Check	12/31/2024	3902	John R. Gatchell		-4,097.50	-1,378,248.00
Total Checks and Payments					-1,378,248.00	-1,378,248.00
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-1,378,222.56	-1,378,222.56
Register Balance as of 12/31/2024					-242,281.79	7,555,322.16
<b>Ending Balance</b>					<b>-242,281.79</b>	<b>7,555,322.16</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2024**

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	<b>Dec 31, 24</b>
<b>Beginning Balance</b>	7,797,603.95
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-83,185.88
Deposits and Credits - 2 items	1,219,126.65
	1,135,940.77
<b>Total Cleared Transactions</b>	1,135,940.77
<b>Cleared Balance</b>	<b>8,933,544.72</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 18 items	-1,378,248.00
Deposits and Credits - 1 item	25.44
	-1,378,222.56
<b>Total Uncleared Transactions</b>	-1,378,222.56
<b>Register Balance as of 12/31/2024</b>	<b>7,555,322.16</b>
<b>Ending Balance</b>	7,555,322.16

## Sarah Fleming

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**From:** James Fagan Pop <jfagan@shentel.net>  
**Sent:** Tuesday, December 31, 2024 8:47 AM  
**To:** Sarah Fleming; Dana Gochenour  
**Subject:** Fwd: Contract Signed for Joint Engineering Services - Board Action Needed  
**Attachments:** Contract (RFP- 70943) (2024-TERM-JDES) (FINAL 12-18-24) (Fully Executed).pdf

Sarah,

Please place the attached contract in our files, in the dam safety file if we have one. There is also suggested language for a board motion we need to pass. Could you include it in dam safety report for our next meeting. Finally, Megan requested a copy of our board meeting minutes after we approve the contract.

Thanks,  
Jim

Begin forwarded message:

**From:** Megen Dalton <megen.dalton@svswcd.org>  
**Date:** December 31, 2024 at 8:33:23 AM EST  
**To:** Dustin Woodall <dustin.woodall@releeconservation.com>, Charles Wilson <charles.wilson@dcr.virginia.gov>, Katelin Savage <k.savage@releeconservation.com>, "Roger Holnback (rholnback@gmail.com)" <rholnback@gmail.com>, Deanna Fehrer <dfehrer@piedmontswcd.org>, James Fagan <jfagan@shentel.net>, Michael Tabor <mtabor@brswcd.org>, Tricia Mays <tricia.mays@southsideswcd.org>, "Steve Lucas (steve.lucas@tjswcd.org)" <steve.lucas@tjswcd.org>, Cindy Miller <cindy.miller@releeconservation.com>, Sharon Conner <slconner@hanovercounty.gov>, Dana Gochenour <dana.gochenour@lfswwcd.org>, Daniel Naff <daniel.naff@mountaincastles.org>, Tim Talley <tim.talley@tjswcd.org>, Kathy Smith <Ksmith@brswcd.org>, Anne Coates <anne.coates@tjswcd.org>, Kelly Snoddy <kelly.snoddy@vaswwcd.org>  
**Cc:** Shelby Foosness <shelby.foosness@svswcd.org>  
**Subject:** **Contract Signed for Joint Engineering Services - Board Action Needed**

Participating SWCD,

The Shenandoah Valley SWCD approved and signed a contract with Schnabel Engineering, LLC. for RFP #70943 (2024-Term-JDES) for Engineering Services for Virginia Soil and Water Conservation District Dams. **A copy of this contract and the associated MOU outlining Schnabel's hourly rates is attached to this email.**

**Reminder:** As a participating SWCD your Board must take action to agree to the contract we have with Schnabel. Below is a suggested Board Agenda item and an associated Board motion for you to use when your Board takes action.

- **Agenda Item:** Agree to the contract for engineering services between the Shenandoah Valley SWCD and Schnabel Engineering, LLC.
- **Board Motion:** Move to agree to the contract for engineering services between the Shenandoah Valley SWCD and Schnabel Engineering, LLC.

Board action to agree to the contract must be taken before your District can utilize Schnabel's services. **We suggest that you take action at your January or February Board Meeting. Please provide us with a copy of your approved Board Meeting minutes where your Board took this action.**

As a participating SWCD in this joint procurement process, you may work with Schnabel for dam projects that require engineering. **The contract begins on 1/1/25 and extends through 12/31/25.**

As the lead/issuing SWCD we serve as the legal authority on the contract. As such, we can decide if we want to renew or modify the contract. We can renew the contract annually for a 1 year term with a maximum of 3 renewals (4 total contract years). We intend to reach out to participating SWCDs in advance of renewing the contract annually to get feedback on how Schnabel is doing. **So, it is important, particularly if you have issues with their performance, for you to keep notes and documentation regarding their work, performance and your experiences.** We certainly would not want to renew the contract if they are not doing good work. Each year when the contract is renewed, Schnabel will have the option to provide us with updated hourly rates to use in a "new" MOU associated with the renewed contract. **Board action will not be needed annually when the contract is renewed.** We will provide you a copy of the updated MOU annually.

In an effort to help ensure that all participating SWCDs have a clear understanding of how to use the contract, we are working to develop a document that outlines the "normal" work flow for a project. This document is shared as a reference/guide. In addition, we will review the process and answer any questions regarding the new contract and how to utilize Schnabel's services during the February 20th, 2025 Dam Safety Workgroup Meeting.

Please don't hesitate to reach out to us if you have questions, concerns, or issues related to the contract for engineering services with Schnabel. We hope you will utilize the services that we worked hard to get lined up for Districts.

Regards,

**Megen Dalton & Shelby Foonsness**

 **Shenandoah Valley SWCD Dam Team** 

Shenandoah Valley Soil & Water Conservation District

1934 Deyerle Avenue, Suite B

Harrisonburg, VA 22801

OFFICE: (540) 534-3049

CELL: (540) 335-1280

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**TERM CONTRACT BETWEEN OWNER AND ARCHITECT/ENGINEER  
FOR PROFESSIONAL SERVICES (RFP #70943) (2024-TERM-JDES)**

This Term Contract between Owner and A/E (the “Contract”) dated this 18<sup>th</sup> day of December, 2024 is between **Shenandoah Valley Soil & Water Conservation District** (“Owner”) and **Schnabel Engineering, LLC** (“Architect/Engineer or “A/E”) is binding among and between these parties as of the date of the Owner's signature.

Start date of original Contract prior to any renewals **January 1, 2025**.

(Refer to Code of Virginia § 2.2-4303.1 for the maximum number of renewals permitted.)

**R E C I T A L S**

1. The parties, their Project representatives, and contact information, including the places for delivery of Notices (including email addresses), are as follows:

**Owner** – Shenandoah Valley Soil and Water Conservation District (SVSWCD)  
Attention – Megen Dalton  
1934 Deyerle Avenue; Suite B  
Harrisonburg, VA 22801  
(540) 534-3049  
megen.dalton@svswcd.org

**A/E** – Schnabel Engineering, LLC  
Attention – Jonathan Pittman  
11-A Oak Branch Drive  
Greensboro, NC 27407  
(336) 274-9456  
[jpittman@schnabel-eng.com](mailto:jpittman@schnabel-eng.com)  
FEIN: 81-0582679  
Firm License No.: 0407004386  
A/E of Record: Jonathan M. Pittman, PE  
A/E of Record Virginia License No.: 0402041420

**Each party shall notify the other party promptly of a new Notice address. Unless and until Notice of the new address is given in the manner required for Notice, a Notice to such party is sufficient if given to the email address set forth in Section 1.**

For purposes of this Term Contract (DGS-30-020), Memorandum of Understanding (MOU) (DGS-30-260) and Project Orders (DGS-30-024), the following definitions in the DGS-30-018 Terms and Conditions document apply:

- A) Agency – Refers to the Issuing District
- B) Issuing District – Shenandoah Valley Soil and Water Conservation District
- C) Owner – Individual SWCDs who will issue project orders and provide payment to the A/E
- D) Consultant – A/E firm

2. The Owner may need professional architectural and/or engineering services for discrete, small projects such as investigations, studies, reports, design of small projects, and related services on an "as needed" basis (the “Services”). As a result, the Owner is utilizing term contracting to establish a source of services for a specific period of time. Term contracts are established based on indefinite quantities to be ordered “as needed,” although such contracts can specify definite

quantities with deliveries extended over the contract period, and may result in no services whatsoever. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project, if any, will be set forth in a Project Order issued to the A/E by Owner (List of participating Soil and Water Conservation Districts found in Attachment B).

3. The rights and duties of the Agency and A/E are further set forth in the Terms and Conditions of the A/E Contract (CO-3a) and the A/E Manual with the exception of the following:

A/E Manual (Section 9) – All references to the A/E Manual will **not** be incorporated into the Contract. The A/E will comply with Virginia Regulated Impounding Structures (4VAC50-20) and USDA-NRCS Standards, Specifications and Procedures.

A/E Professional Liability Insurance (Section 12) – The limit of professional liability insurance coverage provided by A/E shall be \$1,000,000 per claim and \$1,000,000 in the aggregate.

Ownership of Documents and Materials (Section 16) – The A/E shall also provide the following additional documents to the Owner:

- Digital Models Source Files (Input and Data Files)
- Digital Drawings Source Files (Autocad DWG files, ArcGIS files (MXD, Databases, Shapefiles, etc)
- Digital Documents Source Files (Word, Excel, etc)

Termination of Contract (Section 27) – The Termination of Contract clause is clarified by the following: The Contract may only be terminated (regardless of cause) only by the Agency. All other provisions on this Termination section apply.

Assignment of Contract (Section 28) – The Assignment of Contract clause is clarified by the following: The A/E shall not assign the Contract between the Agency and the Consultant, in whole or in part, without the written consent of the Agency.

Participation of Small Business (Section 38) – Does not apply to this Contract.

Standards for A/E Services (Section 41) – The A/E shall provide Services with the level of competence, care, skill, and diligence ordinarily provided by members of its profession practicing in the same or similar locality under the same or similar circumstances at the time the Services are performed (the “Standard of Care”).

Identification of Documents and Materials (Section 44) – Does not apply to this Contract.

4. During competitive negotiations pursuant to the VPPA, the Agency selected the A/E to perform Services under this A/E Term Contract. The A/E agreed to perform such Services under the terms and conditions set forth herein and in the attached Memorandum of Understanding (MOU) dated December 18, 2024.

5. One or more Project Orders may be issued to the A/E during the Contract Term. Although the potential exists for multiple Project Orders with a maximum aggregate total of \$1,000,000 during the Contract Term, the Agency does not represent or guarantee that the A/E will receive any Project Orders during the Contract Term.

6. The Agency or Owner reserves the right, at its sole discretion, to issue RFPs for similar work and other projects as the need may occur. The Agency or Owner also reserves the right to issue Project Orders to other A/Es at its sole discretion, based on its evaluation of each A/E's qualifications, expertise, current workload, capabilities, performance record, location or distance to the project, and other factors as may be pertinent to the particular project.

7. The A/E represents that it has no other Term Contracts currently in effect with this Agency, its subsidiaries or branches.

**THEREFORE**, in consideration of the Recitals set forth above and which are a part of the A/E Contract, and good and valuable consideration as set forth below, the parties agree as follows:

**1. Scope of Services**

The A/E agrees that it is willing and able to provide professional services on an "as needed" basis during the Contract Term. The Services may include, but are not limited to, investigations, studies, reports, small project designs, and similar services. The purposes, functions, criteria and general requirements for the scope of work on the task or particular project will be set forth in a specific directive issued to the A/E (a "Project Order"). All A/E Services under each Project Order shall conform to the A/E Contract and the Project Order consistent with Standard of Care. All Services under a Project Order shall conform to the Virginia Impounding Structure Regulations (4VAC50-20) and USDA-NRCS Standards, Specifications and Procedures and the attached MOU.

**2. Project Orders:**

A Project Order may be issued to the A/E at any time during the Contract Term. A Project Order shall authorize Services to be performed for the Project Order Fee, established as either a specific lump sum amount or at the hourly rates set forth in the MOU with a "maximum" or "not-to-exceed" fee amount, as specified in the Project Order.

It is understood that additional Project Orders may, at the Owner's sole discretion, be offered to the A/E during the Contract Term. The Agency or Owner does not guarantee that the A/E will receive any Project Orders during the Contract Term.

**3. Total Contract Amount**

No individual Project Order Fee shall exceed \$200,000 and the Total Contract Amount of all fees for all Project Orders issued during the Contract Term shall not exceed \$1,000,000.

In emergency situations or for investigations or similar work where an estimate of time required cannot reasonably be determined to establish a lump sum fee, the Project Order fee shall be established on an hourly basis per the hourly rates set forth in the MOU with a "maximum" or "not-to-exceed" fee amount. The actual Project Order Fee to be paid shall be calculated using the A/E's accounting of its actual hours expended on the Project Order, submitted by classification, and the hourly rates stated in the MOU.

**4. Payment Schedule**

Payments will be made to the A/E by the Owner who submits the Project Order, upon completion of the Project Order and confirmation from DCR SWCD Dam Engineer that the completed project has fulfilled all permits, regulations, specifications. Payment terms will be negotiated with the Owner for each Project Order.

Payments to the A/E shall conform to the provisions of the Terms and Conditions of the A/E Contract, Section 21, unless otherwise stipulated in the individual Project Order. The A/E agrees to make payments to its Subcontractors and Consultants in conformance with the provisions of the Terms and Conditions of the A/E Contract, Section 22.

**5. Contract Documents**

The following documents are incorporated by reference into this A/E Contract as if fully set forth herein:

- a) Terms and Conditions of the A/E Contract (CO-3a) with exceptions noted above;
- b) Current Virginia Impounding Structure Regulations (4VAC50-20) and USDA-NRCS Standards, Specifications and Procedures;
- c) MOU dated December 18, 2024, included as Attachment A;
- d) List of participating Owners (SWCDs), included as Attachment B

**6. Contract Term:**

The initial contract term of this Contract is twelve (12) months beginning January 1, 2025, subject to renewal as provided below. If a Project Order is issued during the Contract Term which causes the aggregate value of all Project Orders and any Change Orders to be \$1,000,000, then no further Project Orders shall be issued. It is understood that the A/E's Work under the Project Orders issued may not be completed prior to the expiration of a term; however, all requirements and conditions of this Contract, including all rights and obligations, shall survive until the Services of every Project Order is completed except for the Owner's right to issue, and the A/E's right to accept, additional Project Orders which would exceed \$1,000,000 in any term.

As is mutually agreeable, the Agency and A/E may renew this Contract for additional twelve (12) month terms not to exceed the number of renewals allowed by Code of Virginia § 2.2-4303.1. Renewals shall begin no sooner than 12 months following the start date of the original contract or the Agency's previously exercised renewal. A new aggregate limit of \$1,000,000 shall apply to any additional Contract Term, without regard to the dollar amounts of Project Orders issued during the previous year of the Contract. **Any unused amounts from the previous Contract Term shall not carry forward to the second Contract Term.**

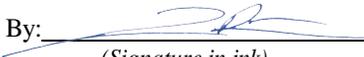
**7. Authorization to Transact Business**

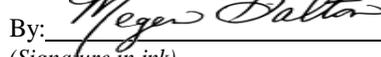
The A/E certifies that, if it is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, it is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, and that it shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the A/E Contract. The A/E understands and agrees that the Agency may void this A/E Contract if the A/E fails to comply with these provisions.

In witness whereof the undersigned have executed this Contract on the dates set forth beside their respective signatures.

**Schnabel Engineering, LLC**

**Shenandoah Valley Soil & Water Conservation District**

By:  12/18/2024  
(Signature in ink) (Date)

By:  12/23/2024  
(Signature in ink) (Date)

Name: Jonathan Pittman, PE

Name: Megen Dalton

Title: Senior Vice President

Title: District Manager

**Attachments:**

- Attachment A - Memorandum of Understanding (MOU)
- Attachment B - List of "Owners" or Participating SWCDs

**Attachment A**  
**MEMORANDUM OF UNDERSTANDING**  
**FOR TERM CONTRACT BETWEEN OWNER and ARCHITECT/ENGINEER FOR**  
**PROFESSIONAL SERVICES (RFP #70943) (2024-TERM-JDES)**

**AGENCY:** Shenandoah Valley Soil & Water Conservation District

**ARCHITECT/ENGINEER (A/E):** Schnabel Engineering, LLC

**TITLE OF PROJECT:** Engineering Services for Virginia Soil and Water Conservation District Dams

**REFERENCE:** Term Contract Between Owner and Architect/Engineer for Professional Services (RFP #70943) (2024-TERM-JDES)

**DATE:** December 18, 2024

For purposes of this Term Contract (DGS-30-020), Memorandum of Understanding (MOU) (DGS-30-260) and Project Orders (DGS-30-024), the following definitions in the DGS-30-018 Terms and Conditions document apply:

- A) Agency – Refers to the Issuing District
- B) Issuing District – Shenandoah Valley Soil and Water Conservation District
- C) Owner – Individual SWCDs who will issue project orders and provide payment to the A/E
- D) Consultant – A/E firm

**The A/E agrees to provide the following services pursuant to the terms set forth below for the above-identified A/E Contract:**

**1. GENERAL**

Unless otherwise waived by the Agency in writing, all requirements relating to architectural/engineering services set forth in the A/E Contract, as well as all requirement set forth by the Virginia Impounding Structure Regulations (4VAC50-2) and the USDA-NRCS Standards, Specifications and Procedures shall apply to each Project Order.

**2. A/E SERVICES**

The A/E shall furnish all professional services, expertise, labor, and resources to provide complete design services, Construction Administration services, investigation and report, feasibility study, or other services required by the Project Order in accordance with the requirements of the A/E Contract, as well as all requirements of the Virginia Impounding Structure Regulations (4VAC50-2) and the USDA-NRCS Standards, Specifications and Procedures except as may be modified by the particular Project Order.

**3. HOURLY RATES**

The hourly rates (including overhead and profit) outlined on the Hourly Rates attachment from Schnabel Engineering LLC, shall be used as a basis to calculate the lump sum Project Order Fee based on the estimated time required for the A/E Services. In addition, these rates will be used where a Project Order Fee is to be determined on an hourly rate basis with a “maximum” or “not-to-exceed” amount. These rates will be used for the duration of the Contract.



**SCHEDULE OF PERSONNEL FEES – GREENSBORO, NORTH CAROLINA  
DAMS AND RESERVOIRS (EASTERN UNITED STATES)  
Effective until December 31, 2025**

Senior Consultant	\$335.00/hr
Principal	330.00/hr
Senior Associate	299.00/hr
Associate	266.00/hr
Senior Engineer/Scientist	225.00/hr
Project Engineer/Scientist	195.00/hr
Construction Resident Engineer/Resident Project Representative	195.00/hr
Senior Staff Engineer/Scientist/Technologist	172.00/hr
Staff Engineer/Scientist/Technologist	149.00/hr
Senior Technician II/Construction Resident Technician (see note 4)	141.00/hr
Senior Technician I (see note 4)	119.00/hr
Technician III (see note 4)	105.00/hr
Technician II (see note 4)	86.00/hr
Technician I (see note 4)	77.00/hr
Senior CAD Designer	172.00/hr
CAD Designer III	159.00/hr
CAD Designer II	144.00/hr
CAD Designer I	121.00/hr
Clerical/Admin	92.00/hr

**NOTES:**

1. Personnel fees will be based upon the actual hours charged times the appropriate hourly rate.
2. Travel by auto to and from jobs will be charged at the current IRS prevailing rate, plus a markup of 15% to cover handling, insurance and overhead. Travel by air or rail, lodging and meal expenses for personnel in the field will be billed at cost plus a 15% markup.
3. Per Diem rates for out-of-town or overnight travel will be in accordance with U.S. General Services Administration rates published on website [www.GSA.gov](http://www.GSA.gov) for the area in which the project is located.
4. Overtime for Technicians is time for work on Saturday, Sunday and federal holidays, time in excess of 8 hours per day, and time between the hours of 7:00 P.M. and 7:00 A.M. A surcharge of \$15/hr is added to the above rate for overtime.
5. Subcontractors and other non-labor project expenses are marked up 15% to cover the cost of handling, insurance and overhead.

#### **4. PERSONNEL**

The Agency's Project Manager assigned to this Contract is Megen Dalton. She can be reached at : (540) 534-3049 or megen.dalton@svswcd.org. The Agency will advise the A/E in writing of any change in the Agency's Project Manager.

The A/E assigns the following person(s) as being the primary contacts for Project Orders issued under this Contract.

<b>Name</b>	<b>Phone</b>	<b>Email</b>
Jonathan M. Pittman, PE	804-640-3844	jpittman@schnabel-eng.com
Mathew Lyons	540-894-6506	mlyons@schnabel-eng.com

Should circumstances require substitution for any of the above-listed personnel assignments, the A/E shall so advise the Agency in writing. Any substitute shall have the same or greater level of expertise and experience. The Agency reserves the right to accept or reject proposed substitutions of personnel.

#### **5. PROJECT ORDERS & FEES**

- A. Project Orders will be issued by the Owner for their SWCD projects. Each Project Order shall describe the scope of A/E Services required of the A/E and show the Project Order Fee for the work. If applicable, the Project Order or its attachment shall identify any special requirements for the Project, identify the "Design-not-to-exceed" Budget, show any schedule milestones for performance of the A/E Services and the Work, and list any deviations from the Virginia Impounding Structure Regulations (4VAC50-20) and USDA-NRCS Standards, Specifications and Procedures requirements which may be authorized for that Project Order.
- B. If extra services are requested or approved by the Owner during the course of any Project Order, the A/E shall be compensated on the basis of a fixed sum fee to be negotiated at the time the extra work is ordered or at the hourly rates listed. An hourly rate method as specified may be used instead of a fixed fee at the Owner's discretion. The fees for any such extra work shall be included in any calculation of the total value of the Project Order and in the aggregate total of all Project Orders issued during the Contract Term.
- C. Any Project Order for a feasibility or other study or a schematic or preliminary design shall not include the right to extend the A/E Services to include full design and construction oversight services. The A/E shall not, however be prohibited from participating in a competitive negotiation for such services pursuant to the Virginia Public Procurement Act.
- D. Payments will be made to the A/E by the Owner who submits the Project Order, upon completion of the Project Order and confirmation from DCR SWCD Dam Engineer that the completed project has fulfilled all permits, regulations and specifications. Payment terms will be negotiated with the Owner for each Project Order.

#### **6. SCOPES OF SERVICES:**

The following generally summarizes the types of scope of Services that the A/E may be required to perform, depending on the individual Project Orders:

- A. Evaluations, analysis, surveys, designs, permitting, preparation of documents (including drawings in the latest AutoCAD version or equivalent), specifications, field inspections and investigations, cost and time estimates, and As-Built records
- B. Coordination with Owner (SWCD) staff, USDA-NRCS, DCR SWCD Dam Engineer, other consultants, and contractors if necessary for the investigation of problems and preparation of recommendations for corrective action on SWCD-owned dams
- C. Providing contract documents for bidding of construction projects
- D. Providing oversight of construction projects
- E. Preparing any needed applications for Virginia Department of Conservation and Recreation (DCR) Dam Safety Alteration Permit and any other required project permits
- F. Completion of other types of services of a nature consistent with the intent of this RFP as so directed by the Owner

**7. SUPPLEMENTAL INSTRUCTIONS & CLARIFICATIONS**

The following are offered to generally clarify the Agency's expectations regarding A/E Services that may be required depending on the individual Project Order. They are explanations offered for the benefit, information and assistance of the A/E. None of the items listed below are additional or extra services, but are included in the A/E's Basic Services as set forth in the A/E Contract.

- A. A Project Order will be issued from the Owner for each task prior to the start of work. The Project Order will constitute the notice to proceed, unless otherwise indicated.
- B. All individuals performing Services under this Contract must have the appropriate licenses, certifications or credentials that prove competence in tasks being performed.
- C. The Owner will usually provide to the A/E copies of pertinent drawings (usually "as-builts") on file. The A/E must not rely totally on information contained in the "as-built" documents. The Owner is not warranting the accuracy of these documents. It will be the responsibility of the A/E to coordinate with all public and private utility companies regarding existing utilities (if any) and their location. The A/E must also consult with the Owner's staff regarding any existing utilities not indicated on drawings or by utility easements.
- D. The A/E shall provide to the Agency and Owner Certificates of Insurance forms approved by the Commonwealth of Virginia prior to the start of any A/E services.
- E. As part of the required Services, it is the A/E's responsibility to verify, by on-site observations of applicable existing conditions.
- F. The A/E shall be responsible for the coordinating with the sub consultants for any information needed to provide its Services.
- G. The A/E's project related costs of all miscellaneous printing, reproduction of reports, photocopying, travel and postage are included in the lump sum fee and marked up hourly rates negotiated.

- H. A/E shall respond to all Owner, DCR and/or NRCS review comments, resolve outstanding design issues and take appropriate action in the design of a project prior to making any subsequent submittal.
- I. Additional clarifications relevant to the specific Project Order will be provided at the time the Project Order is issued.

AGREED TO ON THE DATE INDICATED ABOVE BY:

**Schnabel Engineering, LLC**

By:  12/18/2024  
(Signature in ink) (Date)

Name: Jonathan Pittman, PE

Title: Senior Vice President

**Shenandoah Valley Soil & Water Conservation District**

By:  12/23/2024  
(Signature in ink) (Date)

Name: Megen Dalton

Title: District Manager

## **Attachment B**

### **LIST OF “OWNERS” OR PARTICIPATING SWCDs**

Blue Ridge Soil and Water Conservation District

Hanover- Caroline Soil and Water Conservation District

Lord Fairfax Soil and Water Conservation District

Mountain Castles Soil and Water Conservation District

Peter Francisco Soil and Water Conservation District

Piedmont Soil and Water Conservation District

Robert E Lee Soil and Water Conservation District

Shenandoah Valley Soil and Water Conservation District

Southside Soil and Water Conservation District

Thomas Jefferson Soil and Water Conservation District

### 1.2.2025 CTC Meeting Motions and Vote Tally

<b>Motion 1:</b> Motion to recommend that the board approve both instances in contract 13-25-0032 and associated NRCS Conservation Plan.										<b>Made By:</b> JMS, DG	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
N/A	13-25-0032	643184	Shenandoah   Small Grain an	SL-8B	High	110	8.06	Y	\$ 20,319.30		Yay 8
NRCS	13-25-0032	645395	Shenandoah   Animal Waste C	WP-4LC	High	103	17.57	Y	\$ 416,767.80		Nays 0
<b>Abstentions:</b> AP abstains due to managing contract.											Abstains 1
											<b>Motion Passes</b>

<b>Motion 2:</b> Motion to recommend that the board approve all SL-8H practices listed below.										<b>Made By:</b> DG, JMS	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
N/A	13-25-0002	590069	Shenandoah   Harvestable Co	SL-8H	High	97	35.41	N	\$ 1,140.00		Yay 8
N/A	13-25-0090	647673	Shenandoah   Harvestable Co	SL-8H	High	94	36.76	N	\$ 800.00		Nays 0
N/A	13-25-0031	643183	Shenandoah   Harvestable Co	SL-8H	High	94	37.47	N	\$ 2,078.00		Abstains 1
N/A	13-25-0091	647676	Shenandoah   Harvestable Co	SL-8H	High	92	30.89	N	\$ 3,151.80		
N/A	13-25-0089	647672	Clarke   Harvestable Co	SL-8H	Low	70	53.32	N	\$ 180.00		
<b>Abstentions:</b> AP abstains due to managing contracts.											<b>Motion Passes</b>

<b>Motion 3:</b> Motion to recommend that the board approve all SL-8B practices listed below.										<b>Made By:</b> NL, DG	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
N/A	13-25-0002	590089	Shenandoah   Small Grain an	SL-8B	High	94	8.59	Y	\$ 25,719.40		Yay 8
N/A	13-25-0091	647675	Shenandoah   Small Grain an	SL-8B	High	91	10.58	Y	\$ 5,901.30		Nays 0
N/A	13-25-0089	647670	Clarke   Small Grain an	SL-8B	Low	81	41.35	Y	\$ 770.00		Abstains 1
<b>Abstentions:</b> AP abstains due to managing contracts.											<b>Motion Passes</b>

<b>Motion 4:</b> Motion to recommend that the board approve contract 13-25-0037 and associated Conservation Plan.										<b>Made By:</b> NL, JMS	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
CP-13-25-0032	13-25-0037	643564	Shenandoah   Long Term Veg	SL-1	High	95	24.22	N	\$ 4,708.80		Yay 8
<b>Abstentions:</b> AP abstains due to managing contract.											Nays 0
											Abstains 1
											<b>Motion Passes</b>

<b>Motion 5:</b> Motion to recommend that the board approve contract 13-25-0092 and associated Conservation Plan.										<b>Made By:</b> JMS, EP	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
CP-13-25-0031	13-25-0092	647784	Shenandoah   Permanent veg	SL-11	High	79	9.90	Y	\$ 3,795.00		Yay 8
<b>Abstentions:</b> BL abstains due to managing contract.											Nays 0
											Abstains 1
											<b>Motion Passes</b>

<b>Motion 6:</b> Motion to recommend that the board approve contract 13-25-0079.										<b>Made By:</b> JMS, SH	
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment		Vote #
N/A	13-25-0079	648083	Shenandoah   Manure Injunctio	NM-6	High	76	29.62	N	\$ 7,882.65		Yay 8
<b>Abstentions:</b> AP abstains due to managing contract.											Nays 0
											Abstains 1
											<b>Motion Passes</b>

<b>Motion 7:</b> Motion to recommend that the board approve both instances in contract 13-25-0080 and associated Conservation Plan.											<b>Made By: JMS, BL</b>	
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Vote	#
CP-13-25-0033	13-25-0080	647954	Shenandoah	Long Term Veg	SL-1	High	76	27.28	N	\$ 9,964.80	Yay	8
CP-13-25-0033	13-25-0080	647945	Shenandoah	Long Term Veg	SL-1	High	76	31.86	N	\$ 14,620.00	Nays	0
<b>Abstentions: AP abstains due to managing contract.</b>											Abstains	1
											<b>Motion Passes</b>	

<b>Motion 8:</b> Motion to recommend that the board approve both SL-1 instances in contract 13-25-0075 and associated Conservation Plan.											<b>Made By: DG, JMS</b>	
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Vote	#
CP-13-24-0017	13-25-0075	647594	Frederick	Long Term Veg	SL-1	Medium	109	28.38	N	\$ 8,160.00	Yay	8
CP-13-24-0017	13-25-0075	647595	Frederick	Long Term Veg	SL-1	Medium	87	34.19	N	\$ 17,280.00	Nays	0
<b>Abstentions: BL abstains due to managing contract.</b>											Abstains	1
											<b>Motion Passes</b>	

<b>Motion 9:</b> Motion to recommend that the board approve the SL-6W instance in contract 13-25-0075.											<b>Made By: JMS, DG</b>	
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Vote	#
CP-13-24-0017	13-25-0075	647656	Frederick	Stream Exclud	SL-6W	Low	115	16.30	Y	\$ 137,326.32	Yay	8
<b>Abstentions: BL abstains due to managing contract.</b>											Nays	0
											Abstains	1
											<b>Motion Passes</b>	

<b>Motion 10:</b> Motion to recommend that the board approve both instances in contract 13-25-0017 and associated Conservation Plan.											<b>Made By: SH, JMS</b>	
Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Vote	#
CP-13-25-0023	13-25-0017	647591	Frederick	Stream Exclud	SL-6N	Low	90	17.53	Y	\$ 6,854.10	Yay	8
CP-13-25-0023	13-25-0017	647588	Frederick	Stream Exclud	SL-6N	Low	89	14.87	Y	\$ 32,157.12	Nays	0
<b>Abstentions: BL abstains due to managing contract.</b>											Abstains	1
											<b>Motion Passes</b>	