

# Board of Directors, Board Packet 8/8/2024



We work with the people who work the land.

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## Attachments:

### Treasurer / Finance

- *Monthly/FY Financial Reports* pages 25 - 32

### CTC

- *Minutes and Motions* pages 33 - 36

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- *Area II Legislative Agenda 7.25.2024* pages 37 - 41

### Miscellaneous

- *FY24 Admin & Ops Assessment* pages 42 - 44
- *FY24 Cost Share TA Assessment* pages 45 - 47



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

**Meeting Agenda**

**August 8, 2024**

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

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

**10:00 CALL TO ORDER**

**INTRODUCTION OF GUESTS**

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

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

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

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

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

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

**Staff:**

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

**Committees:**

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

**Local Agency Updates:**

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

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

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

**7. OTHER BUSINESS**

**8. ADJOURN**

# FY25 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

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

## **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: \_\_\_\_\_
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*  
Review/Recording Date: \_\_\_\_\_
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*  
Review/Approval Date: \_\_\_\_\_
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.  
Date Submitted: \_\_\_\_\_

## **PERSONNEL COMMITTEE RESPONSIBILITIES**

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): \_\_\_\_\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** Date Approved/Reviewed: 6/3/2024 reviewed/updated, approved revisions effective 7/1/2024 \_\_\_\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: 6/3/2024 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  
August 8, 2024  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

To take my mind off the continuing drought and our ‘extreme drought’ condition status, I have been enjoying the Olympics to the max. It is impressive that Paris was able to clean up the Seine River enough that Triathlon competitors could actually swim in the river (first time in over 100 years that it has been safe enough). Hopefully they will be able to keep it that way. Watching the medal ceremonies has also made me hope that Debbie Cross will give us a ‘gold medal’ when she provides her annual review of our performance last year! I know the staff is already busy working on this year’s cost share assistance projects with farmers. With the continued drought and disaster assistance declarations and mandatory conservation measures for our area, it is going to be an even more challenging year. DEQ has scheduled the next meeting in the journey to develop a TMDL Implementation Plan for Pugh’s Run, Crooked Run, and Stoney Creek in Shenandoah County and we can anticipate having an important role in helping address the sedimentation problem identified as the primary impairment.

**Treasurer / Finance Report  
Stephanie Shillingburg**

- I have reviewed the July 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:**

- **Virginia Association of Conservation District Employees Training**
  - August 20 - 22, 2024 Graves Mountain Lodge Syria, Virginia – ALL STAFF plan to participate

**Monthly Happenings:**

- 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:**

- 7/10 Excel tips and Tricks part I
- 7/23 Admin & Ops Training – LGIP overview
- 7/25 Excel Tips & Tricks part II

## **Supervising Conservation Specialist Dana Gochenour**

### **Training**

- 7/10- Tracking update webinar

### **Promoting BMPs**

- Surveyed site for walkway at Dellinger WP-4LL with Nick and Jason Wilfong, DCR
- Participated in SVCC monthly call
- Conducted Random Verification spot checks with Debbie Cross and Mary Gessner across Shenandoah and Frederick Counties
- Submitted spot check inspection reports in tracking and issued spot check follow up letters
- Completed as-built inspection of Woodbine SL-6W (Crooked Run, Warren Co.) with Ben and Nick
- Attended Bobby Clark's Extension Advisory committee meeting to discuss the Wagner Farm Park plan
- Completed as-built inspection of T. Heung SL-6 repair. Obtained bills and worked on reimbursement sheet (Shenandoah Co.)
- Completed payment processing for L. Zirkle FR-1 (Shenandoah Co.)
- Participated in the NSVRC drought briefing virtual meeting
- Met with Kevin Tate and Shannon Gaffey to learn more about the Climate Smart Commodities programs being offered in Virginia
- Completed as-built inspection of S. Smith SL-6W (spring, Frederick Co.)
- With Sam, met with a Shenandoah Co. producer to discuss potential solutions for providing water for cattle
- Reviewed several water system and stream crossing designs for other staff members
- Coordinated with staff to schedule EJAA reviews and multiple animal waste site visits with Amanda Pennington, DCR engineer
- With Nick and Sam, met with M. Clem to discuss VCAP programs and design responsibilities
- Met with a Clarke Co. landowner who is interested in cropland conversion
- Met with D. Shillingburg to take application for SL-1 and cover crops
- Communicated with Nesha McRae (DEQ) about scheduling the next TMDL meeting for Crooked Run, Stoney Creek, Pughs Run
- Met with staff to prioritize TAC suggestions and submit those to DCR
- Submitted secondary considerations, average cost list, and ranking spreadsheet to DCR

### **Staff Relations**

- 7/11- Board of Directors meeting
- Staff meeting to work on performance review standards

### **Also this month:**

## **Senior Conservation Specialist Nick Livesay**

### **Training**

- Study sessions for Nutrient Management Planning exam with Madison and Sabrina
- Annual CAS Tracking update webinar with staff
- Worked on LFSWCD Animal Waste Training for Graves Mountain with staff

### **Promoting BMP's**

- Visit with potential SL-6W (Pugh's Run, Shen. Co.) with Ben and Sabrina
- Dellinger (WP-4LL: Shen. Co.) trail and walkway survey with Dana and Jason (DCR)
- Magness (SL-6W: Sylvan Run, Fred. Co.) as-built inspection/file completion w. Ben&Sabrina
- Guy (SL-6W: SFSR, Warren Co.) water system design and pre-construction meeting

- Woodbine (SL-6W: Crooked Run, Warren Co.) As-built inspection with Dana and Ben
- Visit with potential SL-6W and WP-4 in Frederick County with Ben
- Correspondence with DCR engineering team for several projects
- Sine (WP-4B: Narrow Passage, Shen. Co.) fence as-built inspection
- Met with potential SL-6W and WP-4 in Clarke County with Madison and Sabrina
- Atwood (SL-6W: Manassas Run, Warren Co.) correspondence regarding well, fence stake with Ben
- Animal waste sizing with staff
- Correspondence with potential SL-6W (Swover Creek, Shen. Co.)
- Gibson (SL-7: Clarke Co.) as-built inspection with Sam
- Westbrook (SL-6W: Spring drainage, Clarke Co.) visits and correspondence for water system
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

#### Education

- Sustainability Matters outreach event at Starbucks, Woodstock (7/9/24)
- Interview with Ashley Miller (NVD) regarding soil moisture

#### Other Relations

- Administrative reviews with Debbie
- Correspondence with OAG, Mike Cook regarding neighbor dispute
- Performance Standards meeting with staff
- Board Meeting (7/11/24)
- Holiday – Independence Day (7/4/24)

### **Conservation Specialist Madison Coffey**

#### Training:

- Tracking Update – 7/10/2024

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up visit with Ben on 7/3/2024 for Hepner (Shen: SL-7) to complete the as-built and grazing plan. Completed as-built documentation. Reviewed participant bills.
- Technical assistance visit on 7/16/2024 for new farmers outside of Strasburg. Reviewed VACS program eligibility and shared information with them about other partner organizations who may be of assistance.
- Follow-up visit with Ben on 7/16/2024 for potential piggyback participant to get a new application and review a few details of their planned WP-4LC.
- Follow-up visit with Ben on 7/17/2024 for Hawkins (Shen: SL-7) to complete the as-built inspection.
- Follow-up visit with Ben on 7/18/2024 for Dehaven (Fred: SL-7) to complete the as-built inspection.
- Initial site visit with Ben on 7/18/2024 for a potential SL-6W project in Frederick County.
- Initial site visit with Nick and Sabrina on 7/19/2024 for a potential SL-6W project in Shenandoah County and WP-4 project in Clarke County.
- Initial site Visit with Sabrina on 7/19/2024 for a potential SL-6W project in Shenandoah County.
- Follow-up call with DCR Engineer on sizing discrepancies for a piggyback project. Revised and resubmitted sizing worksheets.
- Follow-up site visit with Brian (NRCS) on 7/23/2024 for Springwood Farm (Fred: SL-6W/SL-7) to complete mid-construction inspection of the water system and stake the exclusion fence.
- Follow-up visit with Ben on 7/25/2024 for Hepner (Shen: SL-7) to review reimbursement breakdown and go over the grazing plan. Communicated with participant and DEQ on reimbursement.

**Other Activities:**

- Admin Reviews – 7/9/2024
- Board Meeting – 7/11/2024
- Staff Meeting on Performance Standards – 7/18/2024
- CTC Agenda Prep – 7/29/2024
- Animal Waste Presentation Prep
- NMP Writing Exam Prep

**Conservation Specialist  
Sabrina Heltzel****Training:**

- Studied for NMP Exam w. Madison and Nick

**Promoting BMPs:**

- Drafted plan map and cost estimate for potential FR-1 and SL-1 in Clarke County
- Provided Litter Transport Incentive Program information to two producers
- Met with Rob Woodson to get final signatures and review reimbursement
- AWMS sizing revisions w. Madison and Ben
- Pre-construction/revisions meeting with Dennis Baker, Jon Garber, and building contractors
- Met with NRCS and Jay Hafner to review & sign conservation plan
- Initial visit for potential SL-6W in Frederick County w. Sam
- Initial visit for potential SL-6W in Shenandoah County w. Madison and Nick
- Initial visit for potential WP-4 in Clarke County w. Madison and Nick
- Initial visit for potential SL-6W in Shenandoah County w. Madison
- Initial visit for potential SL-6W in Frederick County w. Ben
- Initial visit for potential WQ-12 and FR-1 in Shenandoah County
- Drafted plan map for potential SL-6W in Shenandoah County
- Initial visit for potential SL-6W in Clarke County w. Ben
- Finalized plan map and cost estimate for potential SL-6W in Clarke County
- Initial site visit for potential FR-1 and FR-3 in Shenandoah County w. DOF

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

**Other Activities:**

- Attended Monthly Board Meeting
- Attended VAPSS Monthly Board Meeting
- Worked on AWMS Graves Training Presentation w. Madison, Nick, and Ben (1 of 2)
- Attended Performance Standards Review Staff Meeting
- Worked on AWMS Graves Training Presentation w. Madison, Nick, and Ben (2 of 2)

**Conservation Specialist  
Ben Loyd****Training:**

- Tracking update – 7/10/2024

**Promoting BMPs:**

- Updated cost estimates on potential 2024 projects to 2025 estimates
- Initial visit with Nick and Sabrina for potential SL-6W – Shenandoah County
- As-built inspection with Madison for SL-7 – Shenandoah County
- As-built inspection with Nick and Sabrina for SL-6W – Frederick County

- Bills breakdown with Madison for SL-7 – Shenandoah County
- As-built inspection with Nick and Dana for SL-6W – Warren County
- Initial visit with Nick for potential SL-6W - Frederick County
- Follow up visit with Madison for potential WP-LC – Shenandoah County
- As-built inspection with Madison for SL-7 – Frederick County
- Bills breakdown for SL-6W – Frederick County
- As-built inspection for SL-7 with Madison for SL-7 – Frederick County
- Water system design for SL-6W – Frederick County
- Call with DCR engineer to follow up for sizing differences for potential piggyback project for WP-4LC - Shenandoah County
- Initial visit with Sabrina for potential SL-6W – Frederick County
- Wrote Conservation Plan for SL-6W, and FR-3 – Frederick County
- Initial visit with Sabrina for potential SL-6N – Clarke County
- Plan Map and cost estimate for potential SL-6W – Frederick County
- Obtained signatures and dropped off check to producer
- Follow up visit with Sabrina for potential SL-6N – Clarke County
- Plan map, cost estimate, entered in tracking and resource concern for FR-3 – Frederick County
- Stream crossing design for SL-6W – Frederick County
- Fence staking with Nick for SL-6W – Warren County

**Other Activities:**

- Adim Reviews – 7/9/2024
- Board Meeting – 7/11/2024
- Staff Meeting on Performance and Standards – 7/18/2024
- Animal Waste Presentation Prep work for Graves Training

**Conservation Technical Assistant  
Sam Shelton**

Training/Staff Meetings:

- Attended FY 25 Tracking Webinar
- Attended Personnel performance standard and tac list reviews.

Conservation Technical applications:

- Organized all carry over letters, Part II's, and mailing addresses in a P-drive folder.
- Sent Carry over Letters and provided staff with file copies of carry over projects they were in charge of.
- Created folders for new VCAP participant.
- Updated Con-6 notes and worked on As-built project documents.
- Consistent correspondence with VCAP state coordinators regarding the technicalities and concerns for two of my VCAP projects.
- Started EOL file organization, P-drive EOL organization, Mailed EOL letters to respective participants.

Promoting BMPs:

- As-Built visit with Nick-7/29/2024.
- VCAP visit-7/24/2024.
- Initial site visit with Sabrina- 7/17/2024.

Miscellaneous:

- Worked on creating a new VCAP resource binder. With FY 2025 updated documents.
- Ordered a replacement wheel for our measuring wheels. It has since been installed and is in working order.
- Successful completion of Debbie's admin review.



- Correspondence with VCAP individual interested in VCAP.

Vehicle Maintenance:

## **Education & Program Support Specialist Allyson Ponn**

### **Education:**

- JR Rangers Camp with FNFSR & SBSP (7/8-7/12)
- JR Rangers Camp with FNFSR & SBSP (7/29-8/2)

### **Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- NVDaily Interview for VACS Program
- LFSWCD Annual Report
- Cultivate Your Agribusiness Conference planning meeting
- PY2025 VACS information flyer updates + new flyers

### **Office/Program Support:**

- SCVV Update
- Staff meeting
- VCAP Initial Visit, New Market
- VCAP Site Requests – 3
- Fielded VACS calls/emails in response to article

### **VACDE/Training:**

- VACDE Graves Planning
  - o Meetings, session coordination, agenda, reservations
- VAEE Criteria 3 (3.1 and 3.2 hours)
- VCAP Update Webinar

### **Important Dates:**

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

Vacation: 7/19-7/26

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

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

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

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

- No items to report.

## **Education & Information Joan Comanor**

Looking forward to release of our Annual Report, which is one of the first deliverables to DCR for this year. Board members should work with Allyson Ponn if you know of folks who should receive an electronic copy of our newsletters. We encourage you to use the Annual Report as a briefing for your county/city boards. Staff will help you develop key talking points – this is the opportunity to thank them for their support and provide a snapshot of the workload expected this year.

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

I attended the Area 2 legislative meeting via zoom attached are the minutes. Reid and I visited Delegate Bill Willey at his professional office in Winchester. The meeting was very cordial and he has been asked to be notified when we meet as a board so that he can attend a meeting from time to time. He also volunteered to help carry/introduce legislation. He also would like to be active in tying WV and PA pollution to the Bay for funding, correction and prevention purposes.

**Personnel**  
**Joan Comanor**

The Personnel Committee is meeting immediately following the Board meeting to discuss potential ways to improve performance evaluation criteria to respond to the question, "What does it take to exceed fully successful?"

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

- No activity this month.

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

NSVRC hosted a drought briefing by DEQ on July 25th. The last State-declared emergency was in 2002. June 2024 was the driest month on record. The entire Shenandoah River basin and Northern Shenandoah Valley are in extreme drought. The 28-day average streamflow was less than 10% of normal and groundwater levels were at record lows. Once regulations are finalized by the State, the NSVRC will be focusing on updating the Regional Drought Plan. The next NSVRC meeting is scheduled for August 15.

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

No meeting scheduled.

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

2nd Quarter Board of Directors Meeting for the Shenandoah Valley Pure Water Forum was held virtually on June 18, 2024. We received an update regarding the Forum's intern and their work on the new website, which should be launched soon! Drought issues, the Virginia Environmental Literacy Network, annual meeting planning and watershed hero nominations were all discussed. A new treasure was not nominated during the meeting.

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

The Board's annual retreat is scheduled for August 24 and it will include 3-4 project site visits.

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

- No written report submitted.

## Department of Conservation & Recreation (DCR)

Debbie Cross

**Congratulations Robert Wilbur, Loudoun SWCD, Seth Hatfield & Alex Murphy, Prince William SWCD** recently certified Conservation Planners. Way to Go!

### **ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **FY24 SWCD Annual Report** for 7/1/23-6/30/24 completion by **September 30<sup>th</sup>**.
- **FY23 & 24 Audits:** Auditors from Robinson, Farmer and Cox, Inc. will be contacting districts soon to schedule audit visits. Culpeper, Northern Virginia, and Thomas Jefferson SWCDs will receive two-year audits (FY23 & 24). Loudoun SWCD will receive a one-year audit (FY24).
- **Dedicated Reserves:** On page 14 of the 2024 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY24, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter1 of FY25 so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **Desktop Procedures for District Fiscal Operations Effective 07/01/24:** The 2024 version was emailed to all SWCDs on 06/26/24 with a *Summary of Updates* as reference. Be sure to take the time to review the updates. Remember one of the requirements is to review the Desktop Procedures at least once during the fiscal year, so it might make the most sense to meet this requirement by reviewing the new version in a board meeting or Finance Committee meeting early in the year. DCR will provide two hard copies to each SWCD: one for the Treasurer and one for the office.
- **Extension Agent Appointments:** By or before September 1<sup>st</sup> the VCE Agent SWCD Director or SWCD staff are to send completed DCR Form 199-014 and copy of minutes (motion highlighted) to the VCE District Director (John Thompson or Morris White) who will forward the packet to Dan Goerlich at VT. Please copy [blair.gordon@dcr.virginia.gov](mailto:blair.gordon@dcr.virginia.gov) and [Debbie.cross@dcr.virginia.gov](mailto:Debbie.cross@dcr.virginia.gov) on your email to Thompson/White.
- **SPDA Verification deadline 9/28** for quarter that ended 6/30/24. Link to verify accounts <https://spda.trs.virginia.gov/search>

### **AG COST SHARE ITEMS:**

- **CY24 Random Verifications** (spot checks) & case file **Administrative Reviews:** Culpeper 7/22, 8/6, 9/3-6; Prince William 8/15; Loudoun 8/29, 9/9&16; Thomas Jefferson 9/10, 18, 23 & 26. *Lord Fairfax & John Marshall complete.*
- **End of Lifespan Verifications** for BMPs that expire Dec 31, 2024, to be completed by Sept. 30, 2024, to receive compensation of \$200/EOL verification. Any verification of practices that expire in 2025 and 2026 also completed by this deadline will receive an early completion bonus of \$50 for each verification.
- **CAS Data** - DCR requests that you do not delete contracts or instances, even if they are "unapproved." They should be marked "canceled" regardless. Note that there are times when "delete" is the appropriate action, but please discuss with your CDC before you ever delete a contract or instance. Cancellation is often the better option.
- **Data QA/QC Deliverable in FY25 Grant** - The new grant agreement requires that all QA/QC issue be corrected within 30 days of notification of the data issue. Daily copies of all CAS data are being retained and analyzed regularly.

**Clean Water Farm Award** nominations for Local and Grand Basin awards **are due October 1<sup>st</sup>**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. **All signatures and approvals must be obtained no later than your September Board meeting.** Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.

**Nutrient Management Plans (NMP):** There are many VACS practices where the producer must be fully implementing a current nutrient management plan prepared by a certified nutrient management planner and a copy on file with the SWCD before cost-share payments or tax credits can be issued. (Pages 1-4 of the *PY25 VACS Program Manual* for a complete list)

- **It is the SWCD's responsibility to make participants aware of this requirement** & to provide participants with contact information for nutrient management planner, private or public. There is a list of certified private planners on DCR's website.
- The request to write the plan should be **well in advance of practice completion, ideally in the fall** when sign up is taken and before the cover crop is planted. A NMP needs to be written timely.
- DCR nutrient management specialists are available to write nutrient management plans but cannot always fulfill last minute requests and cannot write a plan without soil test results, crop rotation (crop to be planted after the cover crop) and field maps with location and acreages. A NMP for crops can only be written for a maximum of 3 years past the date of the soil samples results. Plans can be written for 1-3 years, but most cover crop plans are for 1 year, maybe 2.
- As you are receiving PY25 cover crop applications, please remind participants to take soil tests before the cover crop is planted and request a NMP in the fall/summer. I encourage you to set district deadlines & include in your approval letter or prepare a separate correspondence for cover crop applicants that outlines the steps required to receive payment. While the participant is ultimately responsible for meeting the expectations of the VACS program, they also need to be made aware of those expectations. Putting it in writing clearly shifts the responsibility from the district and the planner to the participant.

### **Ag Outreach Event to Fulfill FY25 Admin/Ops Grant Agreement Deliverables: Plan NOW!**

SWCDs should look at your FY25 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/25. Remember the following criteria must be met per the grant agreement:

- #17. The District hosted at least one agricultural community outreach event during the year that met the following:
1. The outreach event was marketed through at least three venues, one of which must be directed towards producers with small farms or producers considered socially disadvantaged.
  2. The outreach event included an introduction to the District for the community. The introduction should include the history of the District, mission statement, Directors, staff, program offered (including agricultural programs, educational programs, and urban programs if offered).
  3. The outreach event included a discussion featuring local agricultural producers who have utilized the VACS Program to install BMPs on their operations.
  4. The District notified all partners, including the Virginia State University-Small Farm Outreach Program of the event and a representative from each organization was invited to participate on the agenda.
- #18. The District notified the Virginia State University – Small Farm Outreach Program (Program) of every outreach event conducted by the District focusing on agricultural producers. At least two weeks prior to an outreach event, both the Program's state representative and the regional representative, if known, were notified by email; the state representative (Frederick Custis) should be emailed at [fcustis@vsu.edu](mailto:fcustis@vsu.edu). A Program representative was invited to participate in the event if they chose to do so.

FOIA Training for Elected Directors: Local elected officials - § 2.2-3704.3

<https://foiacouncil.dls.virginia.gov/training.htm>

**As of July 1, 2020, all local elected officials... are** required to receive FOIA training "within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session."

**To facilitate this training, the FOIA Council has developed a FOIA training course specifically for local elected officials that should take less than an hour to complete. Please note that there is no requirement for a training certificate, but the law requires that the clerk of a governing body keep records of such training for five years, so please be sure to let your clerk know when you have taken a training course. Note also that there is no requirement to send records of this training to the FOIA Council, and unlike FOIA officers, we do not maintain a list of elected officials who have completed FOIA training. Please note that only one of these training generates a certificate (but again, note that a certificate is not required):**

**Click-through version** - This version requires the user to click through each page of the training and allows the user to generate a certificate at the end of the course, but unfortunately appears to have buffering issues that prevent some users from completing the course: [HERE](#) **MP4 video versions** - These versions are an MP4 video with the same course content as the click-through version. Users may either play the video directly from our site or may download it as a .zip file and play it from their own computers. Note that these versions do not generate a certificate, but they do still satisfy the requirement to take FOIA training: [HERE](#)

Dates to Remember:

Aug 15: SWCD Dam Owner Virtual Training **10:00 am w/Charles Wilson.**

Aug 20-22: VACDE Annual Summer Training, **Graves Mountain Lodge.**

Sept 18: VSWCB Meeting **Drury Hotel, Richmond**

Sept 19: VASWCD Quarterly Meeting **Drury Hotel, Richmond**

Sept 28: SPDA Verification deadline 9/28 for quarter that ended 6/30/24

Sept 30: **Annual Report due.**

Sept 30: **Deadline for End of Lifespan Verifications** for 2024 reimbursement. \$200/\$250 reimbursement rate

Oct 1: CWFA local and Grand Basin nomination forms due to CDC.

Oct 11: **Potomac Council & Potomac Watershed Roundtable Meetings**, Northern Neck SWCD hosting

Oct 15-16: **VA Resource Training, Online**, Three virtual sessions over the 2-day period

Oct/Nov: **DCR Conservation Planner Course**

Fall 2024: **RUSLE2 Training**

Dec 8-10: **VASWCD Annual Meeting, Hotel Roanoke**

Dec 11: **VSWCB Meeting, Hotel Roanoke**

*Report Electronically sent to SWCDs 8/5/2024.*

**VA Cooperative Extension  
Corey Childs**

- No written report submitted.

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

- No written report submitted.

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

- No written report submitted.

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

- **Crooked Run, Stony Creek and Pughs Run Community Engagement Meeting: August 19th 4:00 pm, Shenandoah County Public Library (514 Stoney Creek Blvd, Edinburg, VA 22824)**  
DEQ will host a Community Engagement Meeting to support TMDL development for three streams in Shenandoah County: Crooked Run, Stony Creek and Pughs Run. These streams have been placed on Virginia's impaired waters list for failure to support the aquatic life use designation. Sediment has been identified as the primary stressor in the streams and will be the target pollutant for TMDL development. During the meeting, DEQ staff will collect input on land use in the watersheds, changes in land use management practices, future plans for development and sediment loading estimates from different sources. The meeting is open to anyone interested in participating in this effort. Please contact Nesha McRae with any questions ([Nesha.mcrae@deq.virginia.gov](mailto:Nesha.mcrae@deq.virginia.gov); 540-217-7173)
- DEQ has released the annual Request for Applications (RFA) for nonpoint source (NPS) best management practices (BMPs) implementation projects, with up to \$1.5 million in Clean Water Act (CWA) Section 319(h) grant funding solicited. Awards are typically in the range of \$75,000 to \$300,000 per agreement, for up to three years. Local governments, planning district commissions, Soil and Water Conservation Districts, regional commissions, non-profits, and state agencies are eligible to apply. Typical BMPs funded under this program include septic, agricultural, or urban BMPs and funding for technical assistance in conjunction with these grants for personnel, supplies, and travel are available. The application deadline is **August 30, 2024**. For more information, please visit DEQ NPS Funding, Grant, and Project Resources, or contact NPS Coordinators Kim Romero at [Kimberly.romero@deq.virginia.gov](mailto:Kimberly.romero@deq.virginia.gov) (Shenandoah Valley districts) or Madison Whitehurst at [Madison.whitehurst@deq.virginia.gov](mailto:Madison.whitehurst@deq.virginia.gov) (districts east of the Blue Ridge).

- The application period for the 2025 DEQ Citizen Monitoring Grant proposals is now open! Individuals and organizations wishing to submit an application must download and use the materials found in the 2025 application package found at <https://www.deq.virginia.gov/our-programs/water/water-quality/monitoring/citizen-monitoring> . All other program requirements are detailed in the Request for Applications, which can be found in the application package. Applications must be received by **August 31, 2024**.

A webinar for interested applicants will be held on **August 8, 2024**. Register at <https://register.gotowebinar.com/register/3900619094930211680> to attend the webinar or to receive a recording of the webinar if unable to attend.

- Throughout 2024, Virginia DEQ will be hosting a series of webinars to share information about DEQ programs and resources available across the Commonwealth. The first webinar is scheduled for **August 27** from 6:30-8:00pm. This webinar will outline the basics of DEQ’s programs, including permitting, monitoring, enforcement, planning, and environmental enhancement. Please register at <https://www.deq.virginia.gov/get-involved/education-series> using the links below each webinar description.
- DEQ’s Clean Water Financing and Assistance Program’s Agricultural Loan Dashboard as of July 25, 2024, is attached below. For any questions, contact Phil Davis, AgBMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, [philip.davis@deq.virginia.gov](mailto:philip.davis@deq.virginia.gov).

**AgBMP Loan Program Dashboard: 7/25/2024**

Application Status	Total Number	Total Value	Average	Median
Application Pending	8	\$ 2,302,128.23	\$ 287,766.03	\$ 279,000.00
Conditionally Authorized	62	\$ 13,822,348.76	\$ 222,941.11	\$ 139,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	61	\$ 8,331,535.31	\$ 136,582.55	\$ 92,497.25
Inactive	9	\$ 1,425,149.46	\$ 158,349.94	\$ 100,000.00
Credit Approved	3	\$ 450,006.00	\$ 150,002.00	\$ 75,000.00
Credit Not Approved	11	\$ 1,643,703.53	\$ 149,427.59	\$ 87,377.02
Loan Approved	3	\$ 1,081,000.00	\$ 360,333.33	\$ 247,485.75
Loan Closed	64	\$ 11,323,707.92	\$ 176,932.94	\$ 116,687.54
Loan Closed with PF Granted	5	\$ 1,035,849.22	\$ 207,169.84	\$ 90,486.00
Project Complete	99	\$ 17,365,984.09	\$ 175,413.98	\$ 125,273.50
Project Complete with PF Granted	12	\$ 2,036,661.97	\$ 169,721.83	\$ 110,979.12
Completed without DEQ Funding	20	\$ 2,262,768.29	\$ 113,138.41	\$ 58,129.63
Equipment Purchase Complete	21	\$ 1,600,631.00	\$ 76,220.52	\$ 39,500.00
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	17	\$ 1,268,932.43		
<b>Total Applications</b>	<b>399</b>			
<b>Total Active Projects</b>	<b>145</b>			
<b>Beginning Fund Balance</b>		<b>\$ 18,659,552.00</b>		
<b>Additional Funds Authorized by DEQ</b>		<b>\$ 10,000,000.00</b>		
<b>Total Projects and Loan Funds Obligated</b>		<b>\$ 45,790,949.50</b>		
<b>Total PF Granted</b>		<b>\$ 1,567,302.52</b>		
<b>Total Repayments</b>		<b>\$ 10,467,911.00</b>		

Regional Office	Project Count		
BRRO	89		
PRO	34		
NRO	44		
SWRO	40		
TRO	11		
VRO	181		
	<b>399</b>		
Loan Closed		Project Complete	
		<b>Regional Office</b>	<b>Under Construction</b>
BRRO	17	BRRO	14
PRO	10	PRO	3
NRO	5	NRO	8
SWRO	7	SWRO	11
TRO	0	TRO	1
VRO	25	VRO	62
	<b>64</b>		<b>99</b>
Loan Closed with PF Granted		Construction Complete with PF Granted	
		<b>Regional Office</b>	<b>Under Construction</b>
BRRO	2	BRRO	0
PRO	0	PRO	0
NRO	2	NRO	0
SWRO	1	SWRO	0
TRO	0	TRO	0
VRO	0	VRO	0
	<b>5</b>		<b>0</b>
PF Granted SWCD		Equipment Purchase Complete	
		<b>Regional Office</b>	<b>Under Construction</b>
BRRO	5	BRRO	6
PRO	5	PRO	1
NRO	0	NRO	2
SWRO	10	SWRO	2
TRO	0	TRO	4
VRO	0	VRO	6
	<b>20</b>		<b>21</b>

**MISC.**

**MINUTES**

The July 11, 2024, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

**LFSWCD Directors**

Joan Comanor  
Mary Gessner  
James Fagan  
Justin Mackay-Smith  
Randy Buckley  
Jack Owens  
Paul Burkholder  
Mark Huddleston  
Corey Childs

**Associate Directors**

Stephanie Shillingburg  
Ed Pendleton

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

Debbie Cross, CDC, DCR  
Brent Barriteau, NRCS

**LFSWCD Staff Members**

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

**Absent Directors or Staff:**

Emma Bricker  
Jack Owens  
Kermit Gaither  
Ira Richards  
Jason Bushong

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***LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:03 am.***

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**MOTION:** Board approval of the June 2024 Board of Director meeting minutes. Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

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

**Chairwoman’s Report: Joan Comanor**

- Reviewed written Report.
- Passed out hard copies of updated Personnel Policy, Annual Plan of Work & Strategic plan to Directors for their SOP Notebooks
- Spoke on ratings/scores from the VA League of Conservation Voters
- Bay Score is currently at a C+ which is higher than the last grading.
- Shared the VA Coop Extension “2023 Situational Analysis” for Shenandoah County.
- DCR Grant Agreements were received and signed.

**MOTION:** to ratify Chair signature on the Operations and Cost Share Grant Agreements as carried out with Delegated Authority. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

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

- TMDL meeting participation discussion.

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.
- The Finance Committee met July 11, 2024, at 9:30am.
- Stephanie presented the Proposed FY25 Budget

**MOTION:** to the FY25 Proposed budget as presented by Board Treasurer Stephanie Shillingburg. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.

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

**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, Kermit Gaither, and Jack Owens were absent from the meeting.

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

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

- Reviewed written report.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Prepping for new Fiscal Year.
- Spot Checks went well.
- Sam has put together Field Trauma Kits for District Vehicles in the event of a more serious injury that a standard First Aid Kit will not cover. All Vehicles are equipped with First Aid Kits, Emergency Roadside safety items, Bee Sprays and other safety items. Staff also have access to a cooler for carrying water during field visits.

**Senior Conservation Specialist, Nick Livesay:**

- Gearing up for the \$7.7million FY25 Cost Share year.
- Looking at some projects that will benefit the TMDL DEQ Streams of concern referenced in Shenandoah County.

**Conservation Specialist, Madison Coffey:**

- Lots of follow up and new visits.
- Discussion on weather problems/drought conditions and crop effects.

**Conservation Specialist, Sabrina Heltzel**

- Gave a brief review of participating in the Nutrient Management Plan Writer Training. Will be taking her exam in August along with Madison and Nick.
- Received her hard copy Conservation Planner Certificate this week.

**Conservation Specialist, Ben Loyd**

- Gave a review of the Karst Symposium.
- Has been busy helping with Year End close outs.

**Conservation Technical Assistant, Sam Shelton**

- Busy working on Carryover Letters for participants.
- Received acknowledgement that he has received his Conservation Planner Certificate.

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

- Reviewed her written report.
- Nick participated in an outreach event held at Starbucks, Woodstock location. He joined Sustainability Matters and the Department of Forestry at this informational event.
- Spoke on the VNRLI program she recently graduated from.
- Gave an update on the Outreach event that took place in June.
  - 38 participants, 21 were local farmers. Senator French was in attendance.

**Committee Updates:**

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

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

**MOTION:** to recommend that the board ratify approval of tax credit for 13-24-0084 SL-1 (585092) in the amount of \$ 340.90 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

<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	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

**MOTION:** to recommend that the board ratify approval of increases for 13-23-0005 (496827 and 496813) in the amount of \$306.25 and \$122.50 respectively and tax credits for 13-23-0005 (496827, 519059, and 496813) SL-1s in the amount of \$446.95, \$176.95, and \$318.17 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

<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	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

**MOTION:** to recommend that the board ratify approval of tax credit for 13-23-0015 SL-1 (515353) in the amount of \$ 1,318.84 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

<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	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
Corey Childs	X				*Jack Owens			

**MOTION:** to recommend that the board ratify approval of an increase for 13-24-0084 SL-1 (instance# 585091) in the amount of \$306.25 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

<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	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
*Emma Bricker					Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			

Corey Childs	X				*Jack Owens			
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**MOTION:** to recommend that the board ratify approval of 13-24-0041 SL-6W (instance# 588608) and associated NRCS conservation plan in the amount of \$78,303.50 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

**MOTION:** to recommend that the board ratify approval of 13-24-0020 SL-6W (588713) and associated conservation plan in the amount of \$ 147,578.63 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

**MOTION:** to recommend that the board ratify approval of the 2025 Average Cost List. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

**MOTION:** to recommend that the board ratify approval of the 2025 Ranking Sheets including the new forestry ranking sheet Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

**MOTION:** to recommend that the board ratify signatures on the Carryover Report. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

**MOTION:** to recommend that the board approve the forwarding of a VCAP Conservation Landscape project 13-25-001 in the amount of \$7,000.00 to VSWCD for review/approval as presented by Allyson Ponn at the 7/11/2024 meeting. Motion made by Paul Burkholder, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

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

- Monitoring devices have been installed at both Dam locations.

**Education & Information – Joan Comanor**

- Nothing to add to report.

**Legislative – Paul Burkholder**

- Working to meet with Tim French.

**Personnel – Joan Comanor**

- The Personnel committee has asked Dana and staff to assist in making suggestions for ranking criteria for staff evaluations.
- Please note there may be a Personnel Committee meeting scheduled in August.

**Operations – Justin Mackay-Smith**

- No activity this month.

**Local Agency Updates:**

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

- No meeting took place in June.

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

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

**Shenandoah Pure Water Forum – Jack Owens**

- Jack was absent from the meeting, a report will be given at the August meeting.

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

- Reviewed the written report.

Corey Childs and Paul Burkholder departed the meeting at approximately 11:45am.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- Brent presented and reviewed a handout of NRCS happenings.

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

- All end of year and 4<sup>th</sup> quarter items have been submitted to her.
- Spot Checks and File Reviews went well.
- Debbie reviewed key items in her written report.
  - Cost Share and Operations Funding for FY25
  - Policy Changes
  - Upcoming trainings

**Virginia Cooperative Extension: Corey Childs**

- 

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

**Department of Environmental Quality: Sara Jordan**

- Not in attendance.

**Other:**

**Adjournment:**

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

**The meeting adjourned at approximately 12:10pm.**

*Respectfully submitted,*  
*Sarah R. Fleming*, Board Secretary

Approved by the Board through motion on:

Finance Committee Meeting

July 11, 2024

Attending: Stephanie Shillingburg and Joan Comanor.

Absent: Jack Owens, Debbie Cross and Sarah Fleming.

Purpose of this meeting was to review recommendations for the FY25 Budget changes. This information was emailed to committee members prior to the meeting and no comments from those absent were noted.

Joan and Stephanie reviewed the changes and agreed that this proposed budget was ready to go to the Board at the meeting following.

Upcoming deadlines were noted and Sarah and Stephanie will be able to meet those deadlines accordingly.

With no further business meeting adjourned.

*Stephanie Shillingburg*

Stephanie Shillingburg, Treasurer

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

**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											
Mary Gessner	X											
James Fagan	X											
Kermit Gaither	A											
Jack Owens	A											
Paul Burkholder	X											
Reid Hoak	X											
Justin MacKay-Smith	X											
Randy Buckley	X											
Corey Childs	X											
Emma Bricker	A											
Mark Huddleston	X											
<b>Associate Board of Directors</b>												
Stephanie Shillingburg, Treasurer	X											
Jason Bushong	A											
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)	X											
Ira "Buck" Richards	A											
<b>Staff</b>												
<i>Madison Coffey</i>	X											
<i>Sarah Fleming</i>	X											
<i>Dana Gochenour</i>	X											
<i>Nick Livesay</i>	X											
<i>Allyson Ponn</i>	X											
<i>Sabrina Vladu</i>	A											
<i>Sam Shelton</i>	X											
<i>Ben Loyd (Start Date: 8-21-2023)</i>												
<b>Guests</b>												
Debbie Cross, DCR	X											
Brent Baritteau, NRCS	X											



**Lord Fairfax Soil and Water Conservation District**  
**Budget vs. Actual - Operating**  
 July 2024

	Jul 24	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
Clarke	10,450.00		
Shenandoah	20,000.00		
Warren	14,000.00		
<b>Total County/City Contributions</b>	44,450.00		
<b>Interest Income</b>	8,253.15		
<b>VCAP</b>			
VCAP Cost Share	4,009.40		
VCAP TA	3,600.00		
<b>Total VCAP</b>	7,609.40		
<b>Total Undesignated Receipts</b>	60,312.55		
<b>Total Income</b>	60,312.55		
<b>Gross Profit</b>	60,312.55		
<b>Expense</b>			
<b>District Regular Expenses</b>			
Board Expenses	547.24		
Dues			
VASWCD	3,592.00		
<b>Total Dues</b>	3,592.00		
<b>Ed &amp; Info / Public Outreach</b>			
Display/Ed Material/Brochures	218.44		
Envirothon			
Envirothon Grant Expenses	319.05		
<b>Total Envirothon</b>	319.05		
<b>Total Ed &amp; Info / Public Outreach</b>	537.49		
<b>Office Expenses</b>			
IT Services & Support / Web	516.75		
Office Equipment	366.54		
Office Storage Rent	816.00		
Office Supplies	505.83		
Telephone/Internet	423.52		
<b>Total Office Expenses</b>	2,628.64		
<b>Personnel/Staff Expenses</b>			
Staff Mileage/Training	301.38		
<b>Total Personnel/Staff Expenses</b>	301.38		
<b>Vehicle Gas &amp; Service</b>	375.34		
<b>Total District Regular Expenses</b>	7,982.09		
<b>VCAP Expenditures</b>			
VCAP Cost Share disbursements	4,009.40		
<b>Total VCAP Expenditures</b>	4,009.40		
<b>Total Expense</b>	11,991.49		
<b>Net Ordinary Income</b>	48,321.06		
<b>Net Income</b>	48,321.06		

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

08/01/24  
Cash Basis

	Jul 31, 24
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	30,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	65,000.00
Tech Staff Salary Res. (State)	600,000.00
Dam Safety Reserve	65,000.00
Admin. Secretary Salary Reserve	85,000.00
Education Salary Reserve	85,000.00
Vehicle Reserve (State)	50,000.00
<b>Total Dedicated Reserves</b>	<b>1,110,000.00</b>
<b>Operations</b>	
EOL Varification Earnings	34,918.42
Other Income	
Refunds	775.00
Donations	1,200.00
<b>Total Other Income</b>	<b>1,975.00</b>
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	9,421.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,078.19
<b>Total Community Garden/Harvest Fest.</b>	<b>4,312.05</b>
<b>Total Special Projects</b>	<b>4,312.05</b>
Sales/Services	2,063.70
DCR Operating Funds	354,065.10
Interest	103,215.46
Local Gov't Funds	79,960.10
<b>Total Operations</b>	<b>593,807.08</b>
<b>Restricted Funds</b>	
VNRCF TA	
FY 24 VNRCF TA	315,000.09
<b>Total VNRCF TA</b>	<b>315,000.09</b>
VCAP TA	7,200.00
Cost Share Funds	
CREP	0.00
WQIA	
2025 CB VACS	29,557.84
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	3,052,261.26
2023 CB VACS Transfer (22)	230,005.18
2023 CB VACS	1,648,422.61
2022 CB VACS	1,144,455.89
<b>Total WQIA</b>	<b>6,129,749.78</b>
<b>Total Cost Share Funds</b>	<b>6,129,749.78</b>
<b>Other restricted funds</b>	
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94

Lord Fairfax Soil and Water Conservation District

**Fund Balances**

As of July 31, 2024

08/01/24

Cash Basis

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	<u>Jul 31, 24</u>
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>6,453,308.81</u>
<b>TOTAL</b>	<b><u><u>8,157,115.89</u></u></b>

## Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 07/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,056,264.15
<b>Cleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	06/12/2024	5356	Ellen M. Collins	X	-2,627.20	-2,627.20
Check	06/27/2024	5358	Joan M. Comanor	X	-116.58	-2,743.78
Check	06/27/2024	5357	Stephanie Shillingburg	X	-96.48	-2,840.26
Check	06/27/2024	5360	Adams & Company	X	-14.00	-2,854.26
Check	06/30/2024	5365	Treasurer, Shenand...	X	-158,057.33	-160,911.59
Check	06/30/2024	5361	Treasurer of Virginia	X	-200.00	-161,111.59
Check	07/08/2024	5364	Max Real Group, LLC	X	-408.00	-161,519.59
Check	07/08/2024	5363	Max Real Group, LLC	X	-408.00	-161,927.59
Check	07/08/2024	5362	Virginia Business Sy...	X	-366.54	-162,294.13
Check	07/23/2024	5372	Card Services	X	-2,191.12	-164,485.25
Check	07/23/2024	5369	Queen Street Diner	X	-225.40	-164,710.65
Check	07/23/2024	5366	Stephanie Shillingburg	X	-24.12	-164,734.77
Total Checks and Payments					-164,734.77	-164,734.77
<b>Deposits and Credits - 6 items</b>						
Deposit	07/08/2024			X	7,609.40	7,609.40
Deposit	07/22/2024			X	10,450.00	18,059.40
Deposit	07/22/2024			X	14,000.00	32,059.40
Deposit	07/23/2024			X	20,000.00	52,059.40
Deposit	07/25/2024			X	22,887.95	74,947.35
Deposit	07/31/2024			X	8,253.15	83,200.50
Total Deposits and Credits					83,200.50	83,200.50
Total Cleared Transactions					-81,534.27	-81,534.27
Cleared Balance					-81,534.27	1,974,729.88
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	07/23/2024	5367	VASWCD		-3,592.00	-3,670.99
Check	07/23/2024	5368	Virginia Business Sy...		-516.75	-4,187.74
Check	07/23/2024	5371	Shentel		-191.20	-4,378.94
Check	07/23/2024	5370	Edward Pendleton		-58.96	-4,437.90
Check	07/25/2024	5374	Opequon Presbyteri...		-3,012.47	-7,450.37
Check	07/25/2024	5373	Westminister-Canter...		-996.93	-8,447.30
Total Checks and Payments					-8,447.30	-8,447.30
<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					-3,423.72	-3,423.72
Register Balance as of 07/31/2024					-84,957.99	1,971,306.16
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	08/01/2024	5375	Max Real Group, LLC		-408.00	-408.00
Check	08/01/2024	5376	Virginia Business Sy...		-406.86	-814.86
Total Checks and Payments					-814.86	-814.86
Total New Transactions					-814.86	-814.86
<b>Ending Balance</b>					<b>-85,772.85</b>	<b>1,970,491.30</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bank, Period Ending 07/31/2024**

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	Jul 31, 24
<b>Beginning Balance</b>	2,056,264.15
<b>Cleared Transactions</b>	
Checks and Payments - 12 items	-164,734.77
Deposits and Credits - 6 items	83,200.50
<b>Total Cleared Transactions</b>	-81,534.27
<b>Cleared Balance</b>	<b>1,974,729.88</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 7 items	-8,447.30
Deposits and Credits - 2 items	5,023.58
<b>Total Uncleared Transactions</b>	-3,423.72
<b>Register Balance as of 07/31/2024</b>	<b>1,971,306.16</b>
<b>New Transactions</b>	
Checks and Payments - 2 items	-814.86
<b>Total New Transactions</b>	-814.86
<b>Ending Balance</b>	<b>1,970,491.30</b>

## Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,467,901.30
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Check	06/20/2024	3835	Mercer Vu Farms, Inc.	X	-43,741.00	-43,741.00
Check	06/20/2024	3828	Hubbel J. French	X	-29,276.50	-73,017.50
Check	06/20/2024	3829	French Brothers Dairy	X	-18,535.60	-91,553.10
Check	06/20/2024	3832	Harry B. Polk, Jr.	X	-16,090.90	-107,644.00
Check	06/20/2024	3833	Dennis D. Baker	X	-12,653.20	-120,297.20
Check	06/20/2024	3842	John O. Hardesty & ...	X	-12,641.30	-132,938.50
Check	06/20/2024	3839	Hockman Farms	X	-8,584.70	-141,523.20
Check	06/20/2024	3841	Robert W. Koon, Jr.	X	-7,781.60	-149,304.80
Check	06/20/2024	3836	West Oaks Farm LLC	X	-7,110.00	-156,414.80
Check	06/20/2024	3837	Cherry Grove Farm ...	X	-5,502.60	-161,917.40
Check	06/20/2024	3838	Jadwyn Acres Farm...	X	-4,057.00	-165,974.40
Check	06/20/2024	3831	Stephen B. Qualls	X	-3,971.10	-169,945.50
Check	06/20/2024	3830	Charles DeHaven, Jr.	X	-3,174.50	-173,120.00
Check	06/20/2024	3843	Guy Gochenour	X	-2,870.00	-175,990.00
Check	06/20/2024	3840	P.T. McIntire & Son...	X	-1,349.60	-177,339.60
Check	06/20/2024	3834	Trinity Farm LLC	X	-1,100.00	-178,439.60
Check	06/25/2024	3847	Bushong Holdings L...	X	-11,423.13	-189,862.73
Check	06/25/2024	3848	Bushong Holdings L...	X	-7,564.38	-197,427.11
Check	06/25/2024	3845	Martin J. Helsley Jr.	X	-4,124.20	-201,551.31
Check	06/25/2024	3844	Windcrest Holsteins,...	X	-3,502.80	-205,054.11
Check	06/26/2024	3852	Justin T Ritenour	X	-67,703.50	-272,757.61
Check	06/26/2024	3850	George W. Hawkins...	X	-34,175.00	-306,932.61
Check	06/26/2024	3853	Clay Brumback	X	-12,451.60	-319,384.21
Check	06/26/2024	3851	Harold Frederick Farm	X	-5,206.25	-324,590.46
Check	06/28/2024	3854	Short Mountain Orc...	X	-20,804.50	-345,394.96
Check	06/30/2024	3855	Trinity Farm LLC	X	-10.00	-345,404.96
Check	07/25/2024	3861	Treasurer of Virginia	X	-815,514.35	-1,160,919.31
Check	07/25/2024	3860	Paul S. Magness	X	-53,263.28	-1,214,182.59
Check	07/25/2024	3858	Virginia Resource A...	X	-48,475.91	-1,262,658.50
Check	07/25/2024	3862	Lord Fairfax SWCD	X	-22,887.95	-1,285,546.45
Total Checks and Payments					-1,285,546.45	-1,285,546.45
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2024			X	29,557.84	29,557.84
Total Deposits and Credits					29,557.84	29,557.84
Total Cleared Transactions					-1,255,988.61	-1,255,988.61
Cleared Balance					-1,255,988.61	6,211,912.69
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	06/25/2024	3846	Mt. Airy Dairy Farm ...		-10,112.90	-10,112.90
Check	07/25/2024	3859	Lisa R. Zirkle		-16,015.50	-26,128.40
Total Checks and Payments					-26,128.40	-26,128.40
<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					-26,102.96	-26,102.96
Register Balance as of 07/31/2024					-1,282,091.57	6,185,809.73
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	08/01/2024	3863	Virginia Resource A...		-50,802.53	-50,802.53
Check	08/01/2024	3864	Frederick Lee Hepner		-8,512.00	-59,314.53
Total Checks and Payments					-59,314.53	-59,314.53
Total New Transactions					-59,314.53	-59,314.53

10:05 AM

08/01/24

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2024

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Ending Balance					<u>-1,341,406.10</u>	<u>6,126,495.20</u>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2024**

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	Jul 31, 24
<b>Beginning Balance</b>	7,467,901.30
<b>Cleared Transactions</b>	
Checks and Payments - 30 items	-1,285,546.45
Deposits and Credits - 1 item	29,557.84
<b>Total Cleared Transactions</b>	-1,255,988.61
<b>Cleared Balance</b>	<b>6,211,912.69</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-26,128.40
Deposits and Credits - 1 item	25.44
<b>Total Uncleared Transactions</b>	-26,102.96
<b>Register Balance as of 07/31/2024</b>	<b>6,185,809.73</b>
<b>New Transactions</b>	
Checks and Payments - 2 items	-59,314.53
<b>Total New Transactions</b>	-59,314.53
<b>Ending Balance</b>	<b>6,126,495.20</b>



8.1.2024 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Ord 10:00 AM Motion by: MG

Adjourn: 10:43 AM Motion by: NL

Fund Source:	Total funds available as of 8/1/2024	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 7/29/24	Obligated - Paid as of 7/4/2024	Obligated as of 7/29/24	Total Allocation from DCR
2025 CB VACS	\$ 7,760,995.00			\$ 7,760,995.00	\$ 306,727.08	\$ 7,454,267.92	\$ -	\$ -	\$ -	\$ 7,760,995.00
<b>Total Obligated for 2025 CB VACS</b>								\$ -		
<b>Percent Obligated for 2025 CB VACS</b>								0.00%		

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

Discussion: Cancellations/Underbudgets, Tax Credits, New Project Approvals

**Cancellations/Underbudgets**

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

**Tax Credits (All Program Years)**

Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-23-0075	524796	Shen./Afforestation of Pasture Lar	FR-1	\$ 2,818.33			x	Complete	DG	
13-23-0004	496131	Shen./Extension of a Watering Sy	SL-7	\$ 3,707.16			x	Complete	MC	
13-14-0100	179512	Shen./Steam Exclusion	SL-6	\$ 577.91			x	Complete	DG	
				<i>Total Tax Credits presented for approval:</i>						
				<b>Total Tax Credits Approved:</b>						

**2025 CB VACS Fund**

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-NRCS	13-25-0003	590856	Shen./Long Term Veg Cover on Cr	SL-1	H	113	22.81	N	\$ 497.00			x	unapproved	MC	
CP-13-25-0005	13-25-0006	591470	Shen./Long Term Veg Cover on Cr	SL-1	H	94	34.13	N	\$ 24,080.00			x	unapproved	NL	10 year lifespan
CP-13-25-0004	13-25-0002	590058	Shen./Long Term Veg Cover on Cr	SL-1	H	83	29.55	N	\$ 8,846.50			x	unapproved	AP	
CP-13-25-0002	13-25-0004	591030	Fred./Riparian Buffer Tree Planting	FR-3	M	120	13.43	Y	\$ 23,968.80			x	unapproved	BL	
CP-13-25-0001	13-25-0001	590051	Clarke/Afforestation of Cropland	FR-1	M	105	23.16	N	\$ 42,000.00			x	unapproved	SH	
CP-13-25-0001	13-25-0001	590052	Clarke/Afforestation of Cropland	FR-1	M	105	34.28	N	\$ 29,300.63			x	unapproved	SH	
CP-13-25-0001	13-25-0001	590033	Clarke/Long Term Veg Cover on Cr	SL-1	M	104	37.12	N	\$ 40,800.00			x	unapproved	SH	
CP-13-25-0001	13-25-0001	590034	Clarke/Afforestation of Cropland	FR-1	M	102	26.64	N	\$ 70,875.00			x	unapproved	SH	
CP-13-25-0003	13-25-0005	591198	Clarke/Stream Exclusion with Narr	SL-6N	L	136	29.59	Y	\$ 66,359.15			x	unapproved	SH	
				<i>Total 2025 CB VACS Contracts awaiting Variance Review</i>											
				<i>Total 2025 CB VACS Contracts presented for approval:</i>											
				<b>Total 2025 CB VACS Funds Approved:</b>											

8.1.2024 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: \_\_\_\_\_  
 Members Present: \_\_\_\_\_  
 Members Absent: \_\_\_\_\_  
 Others Present: \_\_\_\_\_

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

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

Fund Source:	Total funds available as of 8/1/24	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 7/29/2024	Obligated-Paid as of 7/29/2024
2022 CB VACS	\$ -			\$ -		\$ -	\$ 1,144,455.89	\$ 1,144,455.89
2023 CB VACS Transfer (2022)	\$ -			\$ -		\$ -	\$ 230,005.18	\$ 230,005.18
2023 CB VACS	\$ -		\$ 6,425.14	\$ 6,425.14		\$ 6,425.14	\$ 1,648,422.61	\$ 1,641,997.47
2024 CB VACS Transfer (2014)	\$ -		\$ 4,242.14	\$ 4,242.14		\$ 4,242.14	\$ 25,047.00	\$ 25,047.00
2024 CB VACS	\$ -		\$ 32,111.72	\$ 32,111.72		\$ 32,111.72	\$ 4,531,033.11	\$ 4,498,921.42

Ending Balance  
 -  
 -  
 6,425.14  
 -  
 32,111.69

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

Discussion: \_\_\_\_\_

**CREP**

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

**Cancellations/Underbudgets**

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-24-0093	586067	2024 CB VACS	SL-6W	\$ 32,111.72	\$ -	Complete	NL/BL	underbudget
13-23-0075	524796	2023 CB VACS	FR-1	\$ 3,322.13	\$ 2,818.33	Complete	DG	underbudget
13-23-0063	522336	2023 CB VACS	SL-6W	\$ 188.34	\$ -	Complete	SH	underbudget
13-23-0004	496131	2023 CB VACS	SL-7	\$ 2,914.67	\$ 3,707.16	Complete	MC	underbudget
13-14-0100	179512	2024 CB VACS Transfer (2014)	SL-6W	\$ 4,242.14	\$ 577.91	Complete	DG	underbudget (dry well)
Total of Cancellations and Underbudgets: \$					42,779.00			

**2022 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2022 CB VACS Funds Approved: \$									-					

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

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2023 CB VACS Transfer Funds Presented for Approval: \$									-					
Total 2023 CB VACS Transfer Funds Approved: \$									-					

**2023 CB VACS Fund**

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

**2024 CB VACS Transfer Fund (2014)**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2024 CB VACS Transfer Funds Presented for Approval:</i>								\$						
<b>Total 2024 CB VACS Transfer Funds Approved:</b>								\$						

**2024 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2024 CB VACS Contracts presented for approval:</i>								\$						
<b>Total 2024 CB VACS Funds Approved:</b>								\$						

8.1.2024 CTC Meeting Motions and Vote Tally

Motion to begin meeting

Made by:		
Vote		#
Yay		
Nays		
Abstains		
Motion passes		

Motion to recommend that the board approve

Cons Plan:

Contract: 13-23-0075 1

Instance: 524796

Amount: \$2,818.33 (tax credit)

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

Motion to recommend that the board approve

Cons Plan:

Contract: 13-23-0004 1

Instance: 496131

Amount: \$3,707.16 (tax credit)

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

Motion to recommend that the board approve

Cons Plan:

Contract: 13-14-0100 1

Instance: 179512

Amount: \$577.91 (tax credit)

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

Motion to recommend that the board approve

Cons Plan: CP-NRCS 2

Contract: 13-25-0003

Instance: 590856

Amount: \$495.00 (cost share)

Made by:	JB, JMS	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

MC abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0005 3

Contract: 13-25-0006

Instance: 591470

Amount: \$24,080 (cost share)

Made by:	JB, JMS	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

NL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0004 4

Contract: 13-25-0002

Instance: 590058

Amount: \$8,846.50 (cost share)

Made by:	NL, SH	
Vote		#
Yay		11
Nays		0
Abstains		0
Motion passes		

Motion to recommend that the board approve

Cons Plan: CP-13-25-0002 5

Contract: 13-25-0004

Instance: 591030

Amount: \$23,968.80 (cost share)

Made by:	JB, RB	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

BL abstains due to managing project

\*Include reason for committee member abstaining.\*

Motion to recommend that the board approve

Cons Plan: CP-13-25-0001 6

Contract: 13-25-0001

Instance: 590051; 590052; 590034

Amount: \$42,000; \$29,300.63; \$70,875 (all cost share)

Made by:	JMS, JB	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

SH abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0001 7

Contract: 13-25-0001

Instance: 590033

Amount: \$40,800 (cost share)

Made by:	JMS, MC	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

SH abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0003 8

Contract: 13-25-0005

Instance: 591198

Amount: \$66,359.15 (cost share)

Made by:	JB, JMS	
Vote		#
Yay		10
Nays		0
Abstains		1
Motion passes		

SH abstains due to managing project

Motion to recommend that the board approve

Cons Plan:

Contract:

Instance:

Amount:

Made by:		#
Vote		
Yay		
Nays		
Abstains		
Motion passes		

Motion to recommend that the board approve

Cons Plan:

Contract:

Instance:

Amount:

Made by:		#
Vote		
Yay		
Nays		
Abstains		
Motion passes		

Motion to recommend that the board

Made by:		
Vote		#
Yay		
Nays		
Abstains		
Motion passes		

Motion to recommend that the board

Made by:		
Vote		#
Yay		
Nays		
Abstains		
Motion passes		

Motion to adjourn

Made by:	NL, MC	
Vote		#
Yay		11
Nays		0
Abstains		0
Motion passes		

**Area II Legislative Agenda**  
**Adopted by Area II member districts on July 25, 2024**

1. **Provide at a minimum of Level Operating Funding to Soil and Water Conservation Districts consistent with full funding of the aggregated, peer-reviewed Attachment D Budget Template requests.** Soil and Water Conservation Districts are the local program delivery mechanism for nonpoint source pollution control throughout the Commonwealth. The minimum funding level necessary is shown on the Attachment D Budget Template submitted by SWCDs to DCR every two years. Without this basic level of sustained funding, Conservation Districts will find it especially difficult to retain highly trained, experienced, and skilled employees who are the primary delivery mechanism for programs to meet the Commonwealth's water quality goals established by the Governor and General Assembly. Conservation Districts are needed and play a key role as Virginia intensifies its efforts to reduce nonpoint sources of pollution throughout the Commonwealth and to meet the goals of the Chesapeake Bay TMDL. In the efforts to reduce nonpoint sources of pollution intensity, District funding needs to be adequate to address the needs not only for projects but also for the administrative and staffing needs to ensure accountability needs can be fully met according to the required Desktop Procedures Manual.
2. **Establish a dedicated, adequate, secure, and stable source of funding for the Virginia Natural Resources Commitment Fund (VNRCF) commensurate with the most recent Agricultural Needs Assessment Report and the Chesapeake Bay & Virginia Waters Clean Up Plan Report.** Currently, the VNRCF is funded on a year-to-year basis, often times relying entirely on unpredictable, year-end, state budget surplus. We support the creation of a dedicated revenue source for those on-the-ground practices (BMPs) and the retention of certified professional employees representing front-line efforts to meet Virginia's challenges outlined by the Chesapeake Bay Watershed Improvement Plan (WIP). More than twenty years after the creation of the Water Quality Improvement Act and more than fifteen years after the creation of the VNRCF, Virginia's commitments to the WIP and TMDL are highly reliant on high-performing SWCDs. To carry out district responsibilities, the retention and adequate compensation, commensurate with the workload, of seasoned, highly valued, and highly competent technical assistance employees are not only the top priority for conservation districts but an essential ingredient to Virginia's success.
3. **Continue to Support (VCAP) Urban Cost Share Programs to address WIP and TMDL needs. Support an Increase in funding for VASWCD Operating Expenses and Establish Base Technical Assistance Funding for SWCD staffing needs.** Urban programs complement the Agricultural BMP Cost Share Program. SWCDs currently have qualified, trained, and experienced staff and are well-positioned and capable of implementing a wide range of voluntary urban BMP cost share and tax credit programs for private commercial and residential landowners. Virginia's Phase III Watershed Implementation Plan recognizes a need for urban/residential BMPs in its "Local Implementation Strategies for Urban/Suburban Source Sector," including a cost-share program strategy. We support **increased/sustained funding of this valuable program.**
4. **Support Funding for Environmental Education.** Provide \$2 million in funding so that all Districts statewide can effectively foster and/or sustain conservation and environmental education programs. Educating communities on the need for soil and water conservation and natural resource management is a critical component in the successful implementation of NPS pollution reduction programs. We support the inclusion of the **aggregated total amount in the most recent Attachment D Budget Template** for environmental education.
5. **Establish and Maintain Annual Cost Share Funding Program on a Statewide Level for Septic Repairs, Replacements, and Maintenance needs, (including pump-outs), to address CB WIP needs.** Funds are needed in TMDL areas as well as non-TMDL areas, and in the Coastal Zone as well as in the inland areas of the State. (Thomas Jefferson SWCD, lead contact for more information)
6. **Provide reserve funding for the Virginia Dam Rehabilitation Program.**  
Create an account annually for unused or dormant accounts as reserve funding for Virginia Dam Rehabilitation Program for necessary dam rehabilitation efforts. (Culpeper SWCD, lead contact for more information)

7. **Recognizing that groundwater management and depletion is an issue across the Commonwealth, as an interim step we recommend creating and funding a program which will help farmers deepen existing wells which have gone dry, to provide access to water.**

In many parts of Virginia as well as many parts of the rest of the United States, wells that people rely on for their water supply are drying up. This creates human suffering, as access to water is one of our most basic needs. It also creates a major obstacle for successful farming activities, especially raising livestock – but, to some extent, also growing plants.

A well dries up when the water that used to fill it recedes deeper into the ground, dropping below the level where the well can reach. This could happen due to many causes, including drought, climate change, greater use from more individual users as people build more homes, new businesses who have larger water needs, or building infrastructure that causes changes in how water flows underground. In many cases, the simple solution that returns water access to the well owner is to dig deeper, finding the water at a lower level. This is especially true when dealing with older wells, which people often dug only to a very shallow depth.

We are asking for \$3 million to fund a new program that will pay for digging deeper to revitalize existing private agricultural wells that have dried up. It will serve farmers and other people and businesses engaged in agriculture or holding parcels of conservation land. (Prince William SWCD Lead contact) (background information follows at the end of this report)

**Federal Initiatives:**

1. **Seek higher levels of 319 funding in future federal budgets.** VASWCD and individual districts will pursue an active role in securing higher levels of federal 319 funds for Virginia. This can be implemented by both actively supporting NACD efforts and by direct communication with Virginia’s Federal Congressional Representatives. Strategies should include contacts from individual districts. Currently, demand for 319 funds outpaces that available for TMDL Implementation Projects. Efforts to secure higher levels of 319 funds should be coordinated with TMDL Program Manager.

**Policy Items:**

1. **Support funding to facilitate a DEQ study of the concentrations of PFAS on lands following long-term treatment with biosolids.** Biosolids have been land-applied to agricultural fields in Virginia for more than four decades. While Class A biosolids have been tested for pathogens, metals, and other potentially harmful elements, it is only recently that testing procedures have identified polyfluoroalkyl substances (PFAS) in wastewater and biosolids. While Virginia DEQ efforts have focused on PFAS in water, little has been done to specifically explore the impact of PFAS on agricultural soils, or groundwater in these areas, following years of applications as has been done in other states. A program to test for high levels of PFAS in biosolids prior to application, on biosolid-treated fields and in groundwater in these areas should be undertaken to protect the health of the agricultural community and the public in general.

2. **Suggested changes to the VASWCD Policy Book.**  
**Policy on Adequacy & Quality of Erosion Controls on Utility Projects ~~Virginia Clean Economy Act~~ Utility Scale Solar Installation Environmental Impact Mitigation**

**Policy:**

The VASWCD is concerned about the adequacy and quality of erosion controls on utility projects of the Commonwealth, we encourage more investigation and continued improvement of erosion and sediment control measures to be implemented.

The VASWCD calls on the General Assembly to: ~~amend the Virginia Clean Economy Act (VCEA) to~~  
• ~~remove any incentives to convert forest and prime agricultural lands into utility scale solar industrial facilities, but~~

- ~~instead~~
- ~~provide incentives for such solar facilities to be developed on brownfields and on existing residential and commercial structures, where they can contribute to greenhouse gas emission reduction without impairing environmental quality in the Commonwealth.~~
- ~~promote the adoption of utility scale solar technologies that are both compatible with continued agricultural activity and are environmentally sound.~~
- ~~preserve the authority of local governments to make land use decisions with respect to utility scale solar projects in accordance with best management practices or policies to mitigate the impact of the conversion of prime farmland or forest land.~~
- ~~encourage rooftop and parking lot solar.~~

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#### BACKGROUND:

The Virginia Clean Economy Act (VCEA) was passed by the General Assembly and approved by the Governor in 2020. The overall goal is to reach 100% renewable energy by 2050 and net-zero carbon emissions by 2045. The new requirements have led to a solar explosion across the state but ~~are increasingly driven by the demand by data center providers for renewable energy to power their facilities.~~ To ease ~~utility scale solar farm~~ expansion, particularly in rural areas, additional laws were enacted in 2020 giving localities more tools to maximize revenue and minimize risks from solar projects. In addition, the Virginia Department of Environmental Quality (DEQ) adopted a Permit By Rule in 2021 to simplify approval and construction of solar facilities. These measures collectively serve as powerful incentives for local governments to approve more projects and make their counties attractive to further development by reducing barriers in their permitting process. ~~More recently, the Department of Environmental Quality has issued regulations in 2024 pursuant to HB 206 to mitigate the impact of utility scale solar projects on prime farmland and natural resources.~~

The loss of trees that store carbon, and the conversion of forests and prime farmland that provide a variety of natural resource and economic benefits into solar industrial facilities should not be encouraged by public policy. The Virginia Department of Forestry has stated that forest conversion to development is one of the threats to the forest resource and that utility scale solar development is causing significant forest conversion in Virginia. Recent academic studies indicate that while solar facilities most commonly are constructed on farmland, the larger facilities are more likely to be on forested land. Land conversions could have unintended consequences. In particular, the loss of forested land and the compaction of agricultural soils could hamper Virginia's expensive, years-long effort to meet 2025 Chesapeake Bay cleanup goals set by the federal government. Other more localized significant water quality impacts have resulted from ~~poorly constructed~~ solar facilities causing erosion and excessive stormwater runoff.

~~With the nation currently experiencing high inflation in food costs, and global disruptions in the food supply chain,~~ conversion of prime farmland to ~~industrial utility scale solar farms~~ is not a strategic direction the Commonwealth should be encouraging. However, it is also important to educate and encourage farmers that there are proven opportunities for tracts of land rated as "non-prime farmland" to be considered for co-location of solar and agricultural farms. Research studies have shown that there are some scenarios where this is a feasible practice that yields additional financial benefits for farmers.

The VASWCD is additionally concerned that solar farms are being most actively promoted in the lowest ~~resourced and underserved~~ areas in the Commonwealth, whose county governments have overworked small staffs and whose citizens can least afford the environmental ~~and socioeconomic~~ degradation associated with the construction and operation of ~~these utility scale solar facilities farms~~. Environmental risks include erosion and nutrient mobilization from poorly managed stormwater. Those same counties are the least equipped economically to deal with the yet unknown end-of-life solid waste disposal liability associated with potentially millions of solar panels. It is presently unclear whether solar panels can be disposed of in landfills at the end of their useful lives, or instead will need to go to more expensive hazardous waste disposal facilities. It is also unclear who will bear the cost of their disposal. If damaged, the heavy metals manufactured in solar panels may leach into ground water, which may pose water quality problems.

Erosion and stormwater discharges from ~~poorly designed~~ utility scale solar may undercut the Commonwealth's significant past and ongoing efforts to improve water quality in the Chesapeake Bay drainage and elsewhere in the state. The DEQ ~~has is~~ ~~providing~~ new guidance to address stormwater challenges from solar panels, ~~treating them as~~

unconnected impervious surfaces. ~~and w~~We support funding additional academic and regulatory research to address the concerns outlined above.

The VASWCD respects the right of private landowners to make land use decisions concerning their property, consistent with local land use planning policy. At the same time, we feel government policy should not incentivize actions that may harm Virginia's environment by encouraging private landowners to cut down forests and take productive prime farmland out of production.

RESOURCES:

- VCU study on utility solar
- Developing Solar Energy in Rural Virginia: An Analysis of Legal, Environmental, and Policy Issues. Reza Kameli and Sun Shen. Virginia Coastal Policy Center, William and Mary School of Law.
- VCEA
- DEQ Small Solar Permit By Rule

ADOPTED: December 4, 2018

CONFIRMED: December 6, 202~~4~~2

EXPIRES: December 31, 202~~8~~5

**Additional Background information**

Prince William Legislative Proposal: Deepening Failed, Failing, and Unreliable Existing Wells

*How the Money Would Get Used:*

This new program would be administered by the existing VACS staff. Funds would be dispersed to the same people who administer other agricultural cost-sharing programs, just in a separate pot. Districts who have the greatest issues with dry wells should get more. The funds held in trust by each district will be used to pay for digging a deeper well for those who have qualifying dry wells.

*How Much Does Digging a Well Cost?*

In Virginia, the average cost to dig a deeper well down to the water level would be between \$4,000 and \$6,000 per project. The actual range of final costs would be anywhere between \$2,500 and \$16,000.

In Virginia, the typical cost of well drilling is \$27 to \$59 per foot. The range depends on the soil conditions encountered. The necessary additional depth could be anywhere from 50 feet to 250 feet. Therefore, the drilling cost could range from a low end of \$1,350 (50 feet x \$27/foot for easy drilling) to a high end of \$14,750 (250 feet x \$59/foot for the most difficult drilling).

Additionally, drilling deeper usually, but not always, means that the well requires a new pump, one with more power than the old pump, to draw water properly. A new pump could cost anywhere between \$400 and \$2,500, depending on the pump type and the power required. Deep well types cost between \$1,000 and \$2,500. The cheaper pumps are only good for shallow wells. If the enhanced well needs a new pump, it will most likely require a deep well type of pump.

A solar pump would cost from \$1,500 to \$6,500. It has the same functionality as a regular pump but uses solar power instead of electricity from the grid.

And, of course, any such project will require a permit. The Health Department website lists this fee currently at \$225.



A well may also require additional casing. If so, the cost of casing ranges from \$6 per foot to \$130 per foot, depending on what material you use for the casing.

And finally, the law requires water testing whenever digging a new well or improving an existing one. The costs for this testing can range from \$20 to \$650.

A geotechnical survey could be completed prior to any drilling to assess the groundwater levels and ground composition will cost between \$1,000 and \$5,000. This survey will detail where the groundwater is (and if there is any to be found), which, in turn, tells us exactly how many feet we will need to drill to reach the water. It will also show the type of soil or rock, how dense it is, and other relevant information needed to precisely factor a drilling plan. We are not suggesting funding the survey, however.

*What We Are NOT Proposing:*

This is not a program that will help people who have contaminated water. This program is strictly for people who have wells that used to provide water for agricultural purposes, but which have since gone dry due to the water table receding lower than it used to be. Contaminated water can usually be treated, but not with this program.

*Why This Is Important:*

Wells are going dry throughout Virginia, for many reasons. Some local areas have more issues than others, of course. Regardless, whenever a well goes dry, someone suffers. Water is essential to life. If water becomes harder to access, life becomes significantly more difficult. Agriculture becomes significantly more difficult, and it may force a farmer to quit. Poor access to water is also linked closely with increased illness and bacterial infections for both people and animals. In heavy drought conditions, poor access to water can cause crop failure. This suffering is real, and it is happening already. There are indications that the problem will accelerate, with more wells going dry and more people suffering in this way, in the future. If we do not address the issue now, we could be facing a serious epidemic that reduces our general standards of living to third-world conditions. Lack of water over extended periods of time often causes farmers to quit farming and even sell their land to move elsewhere. But there are things we can do to alleviate this suffering. One solution is to simply deepen the existing well. While this won't always work, it will end the suffering for many people.

Additionally, digging deeper wells provides construction employment for our economy. Encouraging and enabling people to hire well-drilling services creates jobs and helps the local economy thrive.

Helping farmers maintain or regain their access to water is good for Virginia.

**Assessment of SWCD Compliance with the FY24 Administrative and Operational Support Grant Agreement**

503OPS-24-21-GF Grant Agreement for the period 7/01/23 thru 6/30/24 for Lord Fairfax Virginia Soil & Water Conservation District (District name)

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.  
By acceptance of funds the district agreed to:

*Activity:* *Fully Satisfied* *Partially Fulfilled* *Did Not Fulfill* *Notes/Comments:*

Grant Agreement Performance Deliverable	"A"	"B"	"C"	Notes/Comments:
<p>1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:</p> <ul style="list-style-type: none"> <li>• The Virginia Agricultural BMP Cost-Share Program</li> <li>• The Virginia Agricultural BMP Tax Credit Program</li> <li>• Conservation Reserve Enhancement Program (CREP)</li> <li>• Voluntary BMP installation</li> <li>• Agricultural Stewardship Act</li> <li>• Resource Management Plan (RMP) Program</li> </ul>	A+			<p>Lord Fairfax SWCD did an excellent job administering the Virginia Ag Cost Share &amp; tax credit programs and consistently follows DCR guidance and recommendations. LFSWCD has done a great job in servicing, planning, designing, and overseeing implementation of an impressive number of BMPs and allocating \$5.5M+, unprecedented levels of cost share in FY24.</p>
<p>2. <b><u>Wherever applicable</u></b>, actively participate in the local promotion, development, and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> <li>• The Water Quality Improvement Act</li> <li>• Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions</li> <li>• Virginia's Healthy Waters initiatives</li> <li>• Nutrient Management Training and Certification Program</li> <li>• Conservation Planning Programs</li> <li>• Local TMDL development and implementation processes</li> <li>• Land conservation initiatives (consistent with any state-identified priorities)</li> <li>• Sound land use and watershed planning approaches.</li> <li>• Environmental Education programs</li> </ul>	A			<p>LFSWCD implements and is supportive of the following programs and initiatives: WOIA; Chesapeake Bay WIP III; Chesapeake Bay and local TMDL efforts; Land conservation initiatives; Nt. Mgt. training &amp; certification program; Conservation Planning programs; sound land use and watershed planning; environmental education programs.</p>
<p>3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.</p>	A			<p>LFSWCD fosters many partnerships including Alliance of the Shen. Valley, Piedmont Environmental Council, Alliance for the Bay, MD/VA Milk Producers, Chesapeake Bay Foundation, Farm Bureau, NRCS, FSA, VA Department of Forestry, Master Gardeners, Master Naturalists, Virginia Working Landscapes, Virginia Cooperative Extension, Valley Conservation Council, and others.</p>
<p>4. Hold monthly meetings with a quorum of District board members present.</p>	A+			<p>LFSWCD held twelve meetings with a quorum present for all.</p>

**Activity:**

	<i>Fully Satisfied</i>	<i>Partially Fulfilled</i>	<i>Did Not Fulfill</i>	<i>Notes/Comments:</i>
5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.	A			LFSWCD Board of Directors reviewed the strategic plan at their 5/9/24 board meeting. The plan includes goals and actions to implement programs covered in the grant agreement with DCR as well as local initiatives. The LFSWCD strategic plan will expire June 30, 2026.
6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan.	A			The Annual Plan of Work was reviewed by the board 5/9/24. The objectives and goals connected back to the Strategic Plan
7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.	A			LFSWCD routinely provided CDC with copies of all board & committee meeting minutes as part of the meeting packets as well as copies of Annual Plan of Work, Annual Report and Strategic Plan.
8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the <u>Attachment E (Project Financial Report)</u> , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.	A			Attachment E submissions were timely and accurate, contained appropriate signatures, and required no revisions in FY24. Cash Balance Report and Carryover Reports were approved, signed, and submitted timely. Finance Committee met 3 times during the FY.
9. <i>DCR's Desktop Procedures for District Fiscal Operations</i> (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes.	A			The Desktop Procedures were reviewed by the Finance Committee on 2/8/24 and recorded in the LFSWCD board meeting minutes 2/8/24.
10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.	A			LFSWCD was audited for FY22 & FY23. Concerns about paying sales tax were addressed. The Board Chair, Finance Committee Chair and staff attended the exit interview on 8/28/23.
11. District staff responsible for the District's financial data management and financial reporting, must attend financial trainings (i.e. QuickBooks, Accounting, etc.) when provided by the Department. Staff may attend either beginner or advanced training.				N/A – DCR did not offer any required training in FY24

**Activity:**

**Fully Satisfied Partially Fulfilled Did Not Fulfill**

**Notes/Comments:**

<p>12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.</p>	A		<p>Personnel Policies were reviewed at the 6/8/23 board meeting for FY24 and 6/13/24 for FY25. Position descriptions were reviewed &amp; updated 6/8/23 for FY24 and 6/13/24 for FY25. Performance evaluations of staff were conducted 2/6/24 and 6/3/24.</p>
<p>13. New directors are required to complete orientation training within six months of qualifying for office.</p>	A		<p>The five newly elected directors completed Director Orientation Phase I &amp; Phase II training, as well as COIA &amp; FOIA trainings timely.</p>
<p>14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.</p>	A		<p>Allyson Ponn was re-appointed FOIA Officer 12/14/23 and completed the required training 8/1/23. Training good for 2 years. Contact information is posted to the VA FOIA and SWCD websites</p>
<p>15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.</p>	A		<p>Sarah Fleming was re-appointed Records Officer 12/14/23. She completed required LOV online training modules 2/9/24. Training good for 3 years.</p>
<p>16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of VA]</p>	N/A		<p>There were no special requests made in FY24.</p>
<p>17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).</p>	A		<p>LFSWCD held a very successful ag. outreach event 6/7/24. More than 3 marketing venues incl. flyers, social media, Farm Bureau Producer outreach, partner share... SWCD Programs Introduction and producer testimonials. VSU-SFOP presented. It was well attended by 38 people of which 21 were farmers.</p>
<p>18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18).</p>	A		<p>VSU-SVOP notified and invited via email 5/7/24. VSU-SFOP staff attended &amp; presented.</p>

Reviewed with the SWCD Board; entered and attached to the August 8, 2024, meeting minutes:



(Conservation District Coordinator)

July 25, 2024 (Date)

Assessment of SWCD Compliance with the FY 24 Cost-Share and Technical Assistance Grant Agreement

503CSTA-24-21 Grant Agreement for the period 7/01/23 thru 6/30/24 for Lord Fairfax Soil & Water Conservation District  
(District name)

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of Grant funds, the district agreed to:

**Activity:**

*Fully Satisfied*    *Partially Fulfilled*    *Did Not Fulfill*

**Notes/Comments:**

Grant Agreement Performance Deliverables	"A"	"B"	"C"	
<p>1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of:</p> <ul style="list-style-type: none"> <li>• The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2024).</li> <li>• This Grant Agreement.</li> <li>• All State laws and regulations.</li> </ul>	A+			<p>Lord Fairfax SWCD does an excellent job administering the Virginia Ag BMP cost share and tax credit programs and consistently follows policies and procedures set forth by the VSWCB; guidance and recommendations from DCR and adheres to the guidance in the VACS BMP Manual. Obligated 96.48% or \$5,522,364.46 of \$5.5M FY24 cost share allocation.. This is an unprecedented amount of cost share to obligate in a single year!</p>
<p>2. Did the District implement VACS in accordance with the PY2024 VACS BMP Manual, including but not limited to the provisions on EIAA, cost-share file administrative reviews, bid process, conservation planning, and other administrative guidelines established in the Manual?</p>	A			<p>LFSWCD adheres to the provisions of the VACS Manual and maintains adequate levels of EIAA. DCR Engineering staff often compliment LFSWCD staff's engineering capabilities and thoroughness. There were no issues identified during administrative reviews.</p>
<p>3. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?</p>	A			<p>DCR approved LFSWCD's secondary considerations on 6/12/23.</p>

Activity:

Fully Satisfied Partially Fulfilled Did Not Fulfill

Notes/Comments:

<p>4. Did the District act consistently with both primary and secondary considerations and act consistently with VSWC Board policies while also demonstrating the following priorities during the program year:</p> <ul style="list-style-type: none"> <li>For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and.</li> <li>For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low).</li> </ul>	<p>A</p>			<p>Lord Fairfax SWCD consistently followed their secondary considerations and used CEF to prioritize practices. The Conservation Technical Committee (CTC) meets monthly to review applications &amp; make recommendations to the board for approval.</p>
<p>5. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department?</p>	<p>A</p>			<p>LFSWCD approved and submitted to DCR their FY24 Average Cost List on 6/6/23.</p>
<p>6. Was data entered in the Conservation Application Suite (CAS) accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s)?</p>	<p>A</p>			<p>LFSWCD staff enters data accurately, keeps data in CAS up to date and responds to my inquiries timely. Practices are routinely digitized, and few issues have been identified this year.</p>
<p>7. Was data entered into the CAS within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests?</p>	<p>A</p>			<p>CAS Tracking Module is kept up to date and reconciles with quarterly reports. Routinely data is updated within a week of board action.</p>
<p>8. What percentage of the District's VACS (cost-share) allocation for this grant period was obligated to participants?</p>	<p>A</p>			<p>Lord Fairfax SWCD obligated 96.48% or \$5,522,364.46 of their FY24 VACS Allocation.</p>
<p>9. Did the District take appropriate action within 180 days to address all verification issues once identified?</p>	<p>A</p>			<p>The district addressed all verification issues within 180 days.</p>
<p>10. Did the District maintain the CAS within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?</p>	<p>A</p>			<p>Staff is prompt about updating CAS and entering data accurately.</p>
<p>11. Did the District submit complete and accurate End of Year Cash Balance Reports and Carry Over Reports by the End of Year reporting deadline?</p>	<p>A</p>			<p>The district consistently meets quarterly and end of year report deadlines.</p>

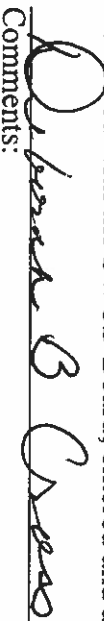
Activity:

Fully Satisfied    Partially Fulfilled    Did Not Fulfill

Notes/Comments:

12. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date?	A			Tax credit certificates were approved in the year in which the BMPs were completed. Conservation plans are approved monthly by the board.
13. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract/ instance #)?	A			Contract #s, instance #s and board actions are incorporated into the board meeting monthly minutes. Technical Committee meets monthly and provides thorough review of applications before submitting to the board for approval.
14. Each District staff responsible for utilizing any component of the Department's CAS completed the IT Security Course.	A			All staff completed the IT security course before the deadline.
15. Did each technical staff attend trainings, certification, or recertification courses?	A			Technical staff routinely attend trainings to continue their education and improve their technical skills. The staff became DCR certified Conservation Planners in FY24 and the newest staff member is well on his way to becoming certified.
16. Did District staff participate in an annual VACS Program Update sponsored by the Department?	A			All Ag technical staff attended the PY24 VACS Updates on either 6/7, 6/15 or 6/27.

Reviewed with the SWCD Board; entered and attached to the August 8, meeting minutes:



(Conservation District Coordinator)

July 25, 2024 (Date)

Comments: