

Board of Directors, Board Packet 9/12/2024



We work with the people who work the land.

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Treasurer / Finance

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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

**Meeting Agenda
September 12, 2024**

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

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

10:20 2. CHAIR REPORT – Joan Comanor

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

10:35 4. SECRETARY REPORT – Sarah Fleming

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

Staff:

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

Committees:

Conservation Technical – 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: __ August 14, 2024 _____
- **Meeting Minute Training** Date Completed: _____ Participant: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

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

PERSONNEL COMMITTEE RESPONSIBILITIES

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

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
September 12, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

We will take a moment of silence to honor our longtime Board member Corey Childs. In lieu of flowers, I suggest we make a donation to the fund that his wife has recommended to endow a livestock judging program at VA Tech – something Corey had long supported. We will be without a Cooperative Extension rep on our Board for a while. In spite of beautiful weather, temperature-wise, I remain concerned about our continued ‘severe drought’. DEQ will be adding a groundwater monitoring well in Shenandoah County at the county park in Toms Brook and the County plans to do more indepth gathering of information about our surface and groundwater situations so that the Board of Supervisors can make more informed decisions – the Water Resources Advisory Committee (which Mary and I serve on) will be tasked to take the lead on this. Hopefully by our Board meeting, the Supervisors will adopt the new comprehensive plan which includes separate chapters on Water Resources, and Ag, Forestal and Geological Resources; in the current plan these were lumped altogether in a chapter called Natural Resources. Thanks to public input, there is a realization that these resources form the baseline for all other activity in the County. Thanks to the hard work of our staff, it looks like we are off to a good start on getting BMP’s on the ground! DEQ is continuing information gathering for a TMDL implementation plan for the 3 streams impaired by sediment in Shenandoah County and will be looking to us for supporting riparian buffers among other things. Dana and Sabrina are on top of that. Dana and I briefed the Shenandoah Board of Supervisors at their Aug 27 Board meeting on our annual report and outlook for this year, and we were very well received. Board Chairman Dennis Morris specifically asked that we convey to the staff how appreciative they are for all that the staff is doing.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the August 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:

- **FY25 Q1 is coming to a fast end. ATT E due 10/15/2024.**

Monthly Happenings:

- Worked on suggested Dedicated Reserves, prepped for Finance Committee meeting.
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Accounts Payable / Cost Share.
- 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:

- 8/22 ASAP PACE Webinar

Supervising Conservation Specialist Dana Gochenour

Training

8/20-22- VACDE Training at Graves Mountain Lodge

Promoting BMPs

- Completed payment and folder for Heung SL-6 (pond, Shenandoah Co.)
- New contracts in Tracking- Franklin SL-1s, Oakleaf Park SL-8B
- Walkway pre-construction meeting with Nick for Dellinger WP-4LL (Mill Creek, Shenandoah)
- DAL Farm SL-6W as built with Nick (Shenandoah)
- With Ben, met with J. Gochenour to discuss flood damage, CCI and SL-6 options (Cedar Creek, Shenandoah)
- Participated in Bobby Clark's Extension Advisory Committee meeting
- Provided an update to the Shenandoah Co. Board of Supervisors on current program year activities
- Attended the Stony Creek, Pughs Run, Crooked Run TMDL meeting at Edinburg Library
- Met with DOF staff at Blyth property to discuss timing and species of tree plantings (Clarke Co.)
- Participated in Dam Owners Workgroup virtual meeting
- Completed payment and folder for Lumpkin SL-1 (Frederick Co.)
- Completed review of bills for S. Smith SL-6W (spring, Frederick Co.)
- Spot check follow up
- Outreach at Shenandoah Co. Fair

Staff Relations

- 8/1- Conservation Technical Committee meeting
- 8/8- Board of Directors meeting

Also this month:

Annual leave- 8/13 & 14; 8/28-30

Senior Conservation Specialist Nick Livesay

Training

- Graves Mountain Training – Syria, VA with staff (3 days)

Promoting BMP's

- DAL (SL-6W: Pond outflow, NFSR, Shen. Co.) as built inspection with Dana
- Dellinger (WP-4LL: Shen. Co.) trail&walkway pre-construction meeting with Dana
- Whetzel (SL-6W: Sinkholes, Shen. Co.) fence staking with Brian (NRCS)
- Visit with potential SL-1's and WP-4 in Shenandoah County
- DeHaven (SL-6W: Babb's Run, Fred. Co) stream crossing pre-construction meeting with Ben
- Cherry Grove Farm (SL-1's: NFSR, Shen. Co.) correspondence with producer
- Visit with potential WP-4LL (Swover Creek) in Shenandoah County with Madison and Ben
- Visit with potential WP-4LL (Mill Creek) in Shenandoah County with Madison and Ben
- Visit with potential SL-1/SL-6W in Shenandoah County (Tumbling Run) with Sabrina
- Visit to confirm multiple plans with potential Shenandoah County projects with Ben
- Slate Run Farm (SL-6W: Slate Run, Warren Co.) visit to document EAN stream crossing damage with Sabrina
- Gochenour (WP-4LL: Shenandoah County) correspondence with producer/contractor regarding roof runoff
- Technical Assistance meeting in office regarding sustainable properties
- Vance (WQ-12: NFSR, Shen. Co.) visit to document gutter repair
- Visit with potential SL-1 in Shenandoah County
- Visit with potential SL-6W (Crooked Run) in Shenandoah County
- Correspondence with potential SL-1 in Shenandoah County
- Assistance with Equipment Tax Credit for producer in Shenandoah County

- Visit with potential SL-6W (Stoney Creek) in Shenandoah County with Ben
- Animal Waste visits (6 stops) with Amanda Pennington (DCR), Madison, Sabrina, and Ben
- Atwood (SL-6W: Manassas Run, Warren Co.) water system design
- Correspondence with potential WP-4 (NFSR) in Shenandoah County
- Correspondence with potential SL-7 (Passage Creek) in Shenandoah County
- Visit with potential SL-6W (Tumbling Run) in Shenandoah County with Sabrina
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

Education/Outreach

- Outreach event for Blue Ridge Fox Hunt conservation group in Boyce

Other Relations

- Took Nutrient Management Planning exam in Weyers Cave (8/2/24)
- Animal Waste TAC Sub-committee meeting in Augusta County (8/28/24)
- CTC Meeting (8/1/24)
- Board Meeting (8/8/24)

Conservation Specialist Madison Coffey

Training:

- Graves Mt. Lodge – 8/20-22/2024
 - Precision Ag; Livestock Psychology
 - Intro to Engineering; District Fence School

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Initial site visit with Ben on 8/5/2024 for a potential SL-6W and WP-4LL project in Frederick County.
- Follow-up visit with Ben on 8/8/2024 for potential piggyback participant to get a new application and review a few details of their planned WP-4LC.
- Initial site visit with Ben on 8/9/2024 for a potential SL-6W project in Frederick County.
- Follow-up visit with Ben and Nick on 8/12/2024 for a potential WP-4LL project in Shenandoah County. Reviewed approved sizing and potential building and outlet locations.
- Initial site visit with Ben and Nick on 8/12/2024 for a potential WP-4 project in Shenandoah County. Collected herd and feeding information to use for engineering visit.
- Teams call with Sabrina, Debbie (DCR), and Sara B. (DCR) regarding carryovers of SL-1 practices due to drought and options for wildflower plantings within our program specs.
- Initial site visit with Sabrina on 8/19/2024 for a potential SL-6W project in Warren County.
- Potential animal waste visits with Nick, Sabrina, Ben and Amanda (DCR) on 8/26/2024 in Frederick County.
- Follow-up site visit with Sabrina on 8/28/2024 for a potential SL-6W/SL-7 project in Shenandoah County. Revised plan map and cost estimate to reflect changes discussed.
- Follow-up visit with Ben on 8/28/2024 to inspect fencing installed on an approved SL-7. Determined fencing was not compliant with the spec and the practice would need to be cancelled. Communicated that to the participant in person and via certified letter.
- Reviewed bills and documentation submitted on 8/30/2024 for Dehaven (Fred: SL-7)

Other Activities:

- CTC Meeting – 8/1/2024
- NMP Writing Exam Review – 8/1/2024
- NMP Exam Writing Exam – 8/2/2024
- Board Meeting – 8/8/2024
- Stream Protection and Forestry TAC Meeting – 8/14/2024
- CTC Agenda Prep – 8/29/2024
- Animal Waste Presentation – 8/22/2024

Conservation Specialist
Sabrina Heltzel

Training:

- Studied for the Nutrient Management Plan Writing Exam (August 1st)
- Sat for the Nutrient Management Plan Writing Exam (August 2nd)
- Attended Graves Mountain Lodge Trainings (August 20th – August 22nd)

Promoting BMPs:

- Completed Schiano Di Cola water system design packet (August 5th)
- Pre-construction meeting for Schiano Di Cola water system with Ben (August 5th)
- Coordinated with Matt Booher and DOF for Blyth SL-1 and FR-1 planting recommendations (August 6th)
- Drafted plan map for potential FR-1 and FR-3 in Shenandoah County (August 6th)
- Initial site visit for potential FR-1 in Shenandoah County with NRCS (August 6th)
- Schiano Di Cola open ditch inspection (August 12th)
- Follow up visit for potential SL-6W and SL-1 in Shenandoah County with Nick (August 12th)
- Revised plan map and cost estimate for potential SL-6W in Shenandoah County (August 14th)
- Heflin pasture condition score and stream crossing damage inspection with Nick (August 14th)
- Drafted plan map and cost estimate for potential SL-1 in Shenandoah County (August 15th)
- Initial visit for potential SL-6W in Warren County with Madison (August 19th)
- DCR Animal Waste Engineering Site Visits with Madison, Nick, and Ben (August 26th)
- Heflin follow up visit to update fence lines in preparation for as-built (August 27th)
- Follow up visit for potential SL-6W and FR-3 in Shenandoah County with Madison (August 28th)
- Follow up visit for potential SL-6 in Frederick County with DOF and NRCS (August 29th)
- Completed Pangle water system design packet (August 30th)
- Teams Meeting with Dr. Blyth to answer questions about FR-1 and SL-1 plantings (August 30th)

Other Activities:

- Attended Monthly CTC Meeting (August 1st)
- Zoom meeting with Debbie Cross, Sara Bottenfield, and Madison for programmatic question (August 13th)
- VAPSS Board of Directors Monthly Meeting (August 16th)
- Attended Crooked Run, Pughs Run, and Stony Creek TMDL Development meeting with Dana (August 19th)

Conservation Specialist
Ben Loyd

Training:

- Graves Mountain Training 8/20-8/22

Promoting BMPs:

- Initial visit with Madison for potential SL-6W and WP-4LL – Frederick County
- Pre-Construction meeting with Sabrina and Fence Staking for SL-6N – Clarke County
- Sizing and cost estimate update with Madison for WP-4LC – Shenandoah County
- Pre-Construction meeting with Nick for stream crossing for SL-6W – Frederick County
- Plan map and cost estimate for potential SL-6W – Clarke County
- Follow up visit with Madison for piggyback project for potential WP-4LC – Shenandoah County
- Initial visit with Madsion for potential SL-6W – Frederick County
- Follow up visit with Madison and Nick for potential WP-4LL – Shenandoah County
- Initial site visit with Madison and Nick for potential WP-4 – Shenandoah County
- Follow up visit with Nick for 2 potential SL-6W – Shenandoah County
- Follow up visit for potential SL-6W – Clarke County
- Tracking entry and Conservation Plan creation for 2 SL-6W – Shenandoah County

- Tracking entry and Conservation Plan for SL-6W – Clarke County
- Initial site visit with Dana for potential CCI-WP-4 and SL-6W – Shenandoah County
- Follow up visit for CCI-SL-6N – Frederick County
- Follow up visit with Nick for potential SL-6W – Shenandoah County
- Plan map and cost estimate update for potential SL-6W – Shenandoah County
- Tracking entry and Conservation Plan creation for SL-6W – Shenandoah County
- Tracking entry and Conservation Plan creation for WP-4LL – Shenandoah County
- Prep for animal waste engineering visit
- Animal waste engineering visit with Sabrina, Madison, Nick and DCR engineer for 4 potential animal waste projects – Frederick County
- Field EJAA field review with DCR engineer
- Bills breakdown, grazing plan, and file review for SL-7 – Frederick County
- Follow up visit with Madison to check SL-7 – Frederick County
- Follow up visit for WP-4LL for plan review and Conservation Plan Signature – Shenandoah County

Other Activities:

- CTC Meeting – 8/1/2024
- Board Meeting – 8/8/2024

**Conservation Technical Assistant
Sam Shelton**

Training/Staff Meetings:

- Attended Board and CTC meeting.
- Attended Graves Training- 8/20th-22nd.

Conservation Technical applications:

- Sent approval letters and all respective requirements.
- Created EOL routes for all participants that require verification.
- Organized all EOL folders.
- All calculations and intake documentation following VCAP visit with Ally.
- Completed Cons Plan for a participant to be paid out.
- VCAP zoom call with Blair and Rachel.
- Worked up EOL practice that will require repayment.

Promoting BMPs:

- EOL visit 8/12/2024.
- EOL visit 8/16/2024.
- VCAP visit with Ally 8/5/2024.

Miscellaneous:

- Awaiting call from Department of Taxation contact for participant required to repay the district for BMP destruction.

**Education & Program Support Specialist
Allyson Ponn**

Education:

- Jr Rangers Camp
- Camp Debrief Meeting
- SMSC Roundtable Meeting + Interviews
- MRGS Planning Meeting

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- LFSWCD Annual Report

- Cultivate Your Agribusiness Conference planning meeting
- PY2025 VACS information flyer updates + new flyers
- Annual Report Share @ Graves
- Strategic Plan Surveys Share
- Awards Luncheon Nominations and Coordination

Office/Program Support:

- VCAP Initial Visit, Shenandoah County
- Cover Crop sign up prep
- SECDEA Scholarship application
- Cover Crop/Nutrient Management TAC meeting

VACDE/Training:

- VACDE Graves Planning
 - o Meetings, session coordination, agenda, reservations
- VACDE Graves Training
 - o Precision Ag, Grant Deliverable Checklist, Making Forever Bugs, FOIA (Public Meetings), Native/Invasive Plant ID, Animal Waste
- Ag in the Classroom Training @ Loudon Heritage Farm
- First Aid/CPR certification
- Annual Auction Post Cards

Important Dates:

- SECDEA Meeting in Pigeon Forge TN: November 4-6th
- VASWCD Annual Meeting, Hotel Roanoke, December 8th-10th

**Conservation Technical Committee
Mary Gessner**

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

Motions: will be made for necessary items.

**Dam Safety & Conservation Easements
Jim Fagan**

- No new activity to report.

**Education & Information
Joan Comanor**

- We will meet immediately following the Board meeting to review award nominations and all arrangements for our annual November awards luncheon.

**Legislative Committee
Paul Burkholder**

- A verbal report will be given during the board meeting upon receiving updated information.

**Personnel
Joan Comanor**

- Nothing to report.

**Operations
Justin Mackay-Smith**

- No new activity to report.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- Northern Shenandoah Valley Regional Commission: The Commission met on August 15th. DEQ Office of Water Supply staff gave an updated briefing on the ongoing drought. This was post-Tropical Storm Debby, so the picture was better than in July. Shenandoah Valley was the only region in the state still in drought warning. Streamflow had improved but groundwater levels remained well below normal. The Strasburg River gauge went from about 200 cfs to 8,000 cfs immediately after the storm and returned to about 250 cfs within 4 days. Next scheduled meeting is September 19th.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- DEQ will be adding a groundwater monitoring well in Shenandoah County at the county park in Toms Brook and the County plans to do more indepth gathering of information about our surface and groundwater situations so that the Board of Supervisors can make more informed decisions – the Water Resources Advisory Committee (which Mary and I serve on) will be tasked to take the lead on this.

Shenandoah Pure Water Forum
Jack Owens

- No new items.

Alliance for the Shenandoah Valley
Joan Comanor

- No new items,

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY24 SWCD Annual Report** for 7/1/23-6/30/24 completion by **September 30th**.
- **FY23 & 24 Audits:** Robinson, Farmer and Cox, Inc. will be contacting districts soon to schedule audits. Culpeper, Northern Virginia, & Thomas Jefferson SWCDs (FY23 & 24 audits). Loudoun SWCD (FY24 audit).
- **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 & Summary of Updates** was emailed 06/26/24. DCR is providing two hard copies to each SWCD: one for the Treasurer and one for the office. Remember one grant agreement deliverables is to review the Desktop Procedures at least once during the fiscal year.
- **Meeting Minutes Training** –This **Training is a required FY25 grant agreement deliverable for persons responsible for SWCD Board meeting minutes** and encouraged for staff & directors taking committee minutes. VASWCD & DCR are working with a community college to offer this Zoom training. **Save the date – October 2 (1-3pm) or October 7 (10-12PM) – this training will be offered twice.** Stay tuned for more info.
- **Quarterly reports** will be **due by Tuesday, October 15.** This includes attachment E plus QuickBooks cash balance sheet and P&L for the quarter. The “official” excel version of attachment E must be used throughout the course of the year. Please use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).

Clean Water Farm Award nominations for Local & Grand Basin awards **are due October 1st**. All **signatures and approvals must be obtained at your September Board meeting**. Districts may give one local award per jurisdiction. (Blue sign and certificate signed by Governor Youngkin) Basin **Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably

w/nominee at the farm entrance. Forms can be found on the DCR website <https://www.dcr.virginia.gov/soil-and-water/cwfa> at the bottom of the page.

AG COST SHARE ITEMS:

- **Conservation Plans:** COMPLETE conservation plans must be approved prior to BMP approval, no matter when the plan was started it needs to be updated & completed prior to new BMP approvals.
- **CY24 Random Verifications & case file Administrative Reviews continue:** Culpeper, 9/3-6; Thomas Jefferson 9/10, 18, 23 & 26. *Lord Fairfax, John Marshall, Loudoun & Prince William verifications complete.* Admins reviews still in various stages of progress. All should be completed by 10/1/24.
- **End of Lifespan Verifications to be completed by 9/30/24 of BMPs with lifespans that expire Dec 31, 2024.** After the deadline passes reimbursement will be in the following DCR disbursement letter.
- **CAS Data** - DCR requests not to delete contracts or instances, even if they are "unapproved." They should be marked "canceled". 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 FY25 grant agreement requires that all QA/QC issues be corrected within 30 days of notification of the data issue. Daily copies of all CAS data are being retained and analyzed regularly in Richmond.

VIRGINIA SOIL AND WATER CONSERVATION BOARD members appointed by Governor Youngkin

- **Leigh H. Pemberton** of *Hanover, Co- Owner, Cherry Dale Farm, Inc.* (Area III)
- **Nicholas "Nick" Thomas** of *Atlantic, Owner and Farmer, Thomas Family Farms, LLC* (Area VI)

FOIA Training for SWCD Directors: **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." **The prerecorded online training I mentioned in my DCR August report is being updated to reflect changes in the law and is currently unavailable, however the FOIA Council is offering several online webinars November 13 and December 4. Register here:** <https://foiacouncil.dls.virginia.gov/training.htm>
Local Officials Course - **designed for local officials who are required to receive FOIA training pursuant to § 2.2-3704.2.** The course covers FOIA training requirements, FOIA policy, the role of the FOIA Council, procedures related to public records requests, the conduct of public meetings, statutory remedies for FOIA violations, and additional resources for local officials.
Local Officials Training Webinars • Wednesday, November 13th at 10 a.m. • Wednesday, December 4th at 10 a.m. **To Register:** <https://foiacouncil.dls.virginia.gov/training.htm> VASWCD & DCR plan a webinar for Directors this fall.

Dates to Remember:

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 \$200/\$250 reimbursement rate**

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

Oct 1: OAG Training: Advice, Pitfalls and Lessons Learned from Working with SWCDs 10 am - Noon –

SWCD representative, Darrell Kuntz, Assistant Attorney General, Guidance and lessons learned from working with SWCD clients, highlight key issues & common questions received. Topics include 1. District policies (i.e. personnel policies and by-laws) -Role of Associate Directors/Rights of Associate Directors & Staff issues. 2. Need to review how employee benefits are paid upon termination (voluntary or involuntary); 3. Common contract provisions to avoid; 5. Conservation easements; 6. Review of enforcement process, specifically, how the OAG will handle and approach this process; 7. Compliance with FOIA's public meeting requirements; 8. Closed session procedures; 9. Maintenance of file materials Opportunity to ask questions and engage in conversation with SWCD legal representation. While there will be time for Q&A during this session, you are encouraged to submit questions in advance during registration. Register for this zoom at:

<https://us02web.zoom.us/join/zoom/register/tZ0vfu2rrjoqGdzZiL9-75TAbgBBaTN9MGkI#/registration>

Oct 2: Meeting Minutes Training 1:00-3:00pm (required by Grant Agreement) Zoom registration link:

<https://us02web.zoom.us/join/zoom/register/tZEvc-qupzwwHNQctIqP56dEk7REj9aszf8b>

Oct 7: Meeting Minutes Training 10:00 am - Noon (required by Grant Agreement) Zoom registration link:

<https://us02web.zoom.us/join/zoom/register/tZYpcevuqDkiGtTxOACpoYhfz748laqwgnsj>

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 30-Nov 1: **DCR Conservation Planner Course, Buckingham.** To attend this final course, you must have completed or be in process of completing all other course work. Check CP Training Tracker in CAS and review, complete, and confirm any remaining commitments to be invited to attend. Contact Carl Thiel -Goin with questions.

Fall 2024: **RUSLE2 Training**

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

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

Reminder:

Outreach Event to Fulfill FY25 Admin/Ops Grant Agreement Deliverables:

SWCDs should look at your FY25 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/25

#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 VSU – 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. A Program representative was invited to participate in the event if they chose to do so.

Report Electronically sent to SWCDs 8/30/2024.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)

Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)

Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

Sara Jordan

- DEQ’s Clean Water Financing and Assistance Program’s Agricultural Loan Dashboard as of August 27, 2024, is found below. For more information, please contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

AgBMP Loan Program Dashboard: As of 8/27/2024

| Application Status | Total Number | Total Value | Average | Median |
|--|--------------|-------------------------|---------------|---------------|
| Application Pending | 6 | \$ 1,323,789.50 | \$ 220,631.58 | \$ 246,372.50 |
| Conditionally Authorized | 60 | \$ 14,643,314.33 | \$ 244,055.24 | \$ 216,500.00 |
| Not Authorized | 1 | \$ 45,000.00 | \$ 45,000.00 | \$ 45,000.00 |
| Application Withdrawn | 63 | \$ 8,482,125.67 | \$ 134,636.92 | \$ 92,000.00 |
| Inactive | 9 | \$ 1,425,149.46 | \$ 158,349.94 | \$ 100,000.00 |
| Credit Approved | 7 | \$ 985,578.30 | \$ 140,796.90 | \$ 125,772.30 |
| Credit Not Approved | 12 | \$ 2,073,703.53 | \$ 172,808.63 | \$ 96,938.51 |
| Loan Approved | 1 | \$ 105,000.00 | \$ 105,000.00 | \$ 87,860.00 |
| Loan Closed | 65 | \$ 12,106,132.67 | \$ 186,248.19 | \$ 118,155.29 |
| Loan Closed with PF Granted | 5 | \$ 1,035,849.22 | \$ 207,169.84 | \$ 90,486.00 |
| Project Complete | 103 | \$ 17,924,559.34 | \$ 174,024.85 | \$ 126,791.50 |
| 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 | | |
| Total Applications | 405 | | | |
| Total Active Projects | 144 | | | |
| Beginning Fund Balance | | \$ 18,659,552.00 | | |
| Additional Funds Authorized by DEQ | | \$ 10,000,000.00 | | |
| Total Projects and Loan Funds Obligated | | \$ 47,425,881.11 | | |
| Total PF Granted | | \$ 1,567,302.52 | | |
| Total Repayments | | \$ 10,467,911.00 | | |

| Regional Office | Project Count |
|-----------------------------|--------------------|
| BRRO | 90 |
| PRO | 35 |
| NRO | 44 |
| SWRO | 41 |
| TRO | 11 |
| VRO | 184 |
| | 405 |
| Loan Closed | |
| Regional Office | Under Construction |
| BRRO | 16 |
| PRO | 10 |
| NRO | 5 |
| SWRO | 7 |
| TRO | 0 |
| VRO | 27 |
| | 65 |
| Loan Closed with PF Granted | |
| Regional Office | Under Construction |
| BRRO | 2 |
| PRO | 0 |
| NRO | 2 |
| SWRO | 1 |
| TRO | 0 |
| VRO | 0 |
| | 5 |
| PF Granted SWCD | |
| Regional Office | Under Construction |
| BRRO | 5 |
| PRO | 5 |
| NRO | 0 |
| SWRO | 10 |
| TRO | 0 |
| VRO | 0 |
| | 20 |

| Project Complete | |
|----------------------------------|--------------------|
| Regional Office | Under Construction |
| BRRO | 15 |
| PRO | 3 |
| NRO | 8 |
| SWRO | 11 |
| TRO | 1 |
| VRO | 65 |
| | 103 |
| Project Complete with PF Granted | |
| Regional Office | Under Construction |
| BRRO | 4 |
| PRO | 2 |
| NRO | 2 |
| SWRO | 0 |
| TRO | 0 |
| VRO | 4 |
| | 12 |
| Equipment Purchase Complete | |
| Regional Office | Under Construction |
| BRRO | 6 |
| PRO | 1 |
| NRO | 2 |
| SWRO | 2 |
| TRO | 4 |
| VRO | 6 |
| | 21 |

MISC.

MINUTES

The August 8, 2024, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Paul Burkholder
Mark Huddleston
Emma Bricker

LFSWCD Staff Members

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

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Absent Directors or Staff:

Corey Childs
Randy Buckley
Jack Owens
Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brian Brezinski, NRCS

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

MOTION: Board approval of the July 2024 Board of Director meeting minutes. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Shared an article from the Northern Virginia Daily featuring staff member, Nick Livesay.
- Discussed Annual Awards Luncheon. The luncheon will be held in Frederick County this year location TBA.
 - An email was sent to Directors and Staff for suggested nominations.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee will meet on September 12 @ 9:30am.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION: to accept/approve the Finance Committee meeting minutes from 7/11/2024 (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed report.
- Prepped for Nutrient Management Exam with Madison and Sabrina. They took the exam on 8/2/2024. It could take up to 60 days to receive results.

Conservation Specialist, Madison Coffey:

- Prep for Nutrient Management Exam.
- Busy with completion of multiple Carryovers from FY24 and field visits for interested participants.

Conservation Specialist, Sabrina Heltzel

- Not in attendance.

Conservation Specialist, Ben Loyd

- Busy with project visits and new participant interest.
 - 5 as built inspections
 - 4 initial visits

Conservation Technical Assistant, Sam Shelton

- Keeping busy with Carryover Letters, EOL's & CCI's.
- VCAP visits.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- July was a busy month of Education events (Jr. Ranger Camps x2).
- She has been busy helping to coordinate the Graves Mountain Annual Training to be held August 20-22, 2024.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

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

MOTION #1: to recommend that the board approve Contract: 13-23-0075 Instance: 524796 Amount: \$2,818.33 (tax credit); Contract: 13-23-0004 Instance: 496131 Amount: \$3,707.16 (tax credit); Contract: 13-14-0100 Instance: 179512 Amount: \$577.91 (tax credit) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #2: to recommend that the board approve Cons Plan: CP-NRCS Contract: 13-25-0003 Instance: 590856 Amount: \$495.00 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #3: to recommend that the board approve Cons Plan: CP-13-25-0005 Contract: 13-25-0006 Instance: 591470 Amount: \$24,080 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #4: to recommend that the board approve Cons Plan: CP-13-25-0004 Contract: 13-25-0002 Instance: 590058 Amount: \$8,846.50 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #5: to recommend that the board approve Cons Plan: CP-13-25-0002 Contract: 13-25-0004 Instance: 591030 Amount: \$23,968.80 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #6: to recommend that the board approve Cons Plan: CP-13-25-0001 Contract: 13-25-0001 Instance: 590051; 590052; 590034 Amount: \$42,000; \$29,300.63; \$70,875 (all cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #7: to recommend that the board approve Cons Plan: CP-13-25-0001 Contract: 13-25-0001 Instance: 590033 Amount: \$40,800 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #8: to recommend that the board approve Cons Plan: CP-13-25-0003 Contract: 13-25-0005 Instance: 591198 Amount: \$66,359.15 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #9: to recommend that the board approve Cons Plan: CP-13-25-0007 Contract: 13-25-0008 Instance: 592328 Amount: \$210,950.00 (cost share) as presented at the 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

MOTION #10: to recommend that the board approve Cons Plan: CP-13-25-0006 Contract: 13-25-0007 Instance: 591608 Amount: \$29,614.50 (cost share) as presented at the 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. *Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.

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

Dam Safety & Conservation Easements - Jim Fagan

- The dams look good for the upcoming projected rainfall.

Education & Information – Joan Comanor

- Reviewed the written report.
- Passed out hard copies of historic contribution and statistic information to Directors for their Notebooks. These items will be helpful tools to use at B.O.S. meetings.

Legislative – Paul Burkholder

- Paul reviewed his written report.
 - Requested our Board meeting scheduled to be shared with Delegate Wiley as a follow up to their meeting.

Personnel – Joan Comanor

- Reviewed the written report.
- The Personnel committee will meet after the 8/8/2024 B.O.D. meeting.

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Next meeting scheduled for August 15, 2024

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to add to the written report.
- No meeting scheduled..

Shenandoah Pure Water Forum – Jack Owens

- Not in attendance.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- In Brent’s absence Brian Brezinski gave an update of NRCS happenings and application deadlines.

Virginia Department of Conservation & Recreation: Debbie Cross

- Reviewed the FY24 Admin & Ops and the FY24 Cost Share / TA assessments.
 - The district received all A and A+ scores.
- Debbie reviewed key items in her written report.

Virginia Cooperative Extension: Corey Childs

- Not in attendance

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

- Allyson Ponn reminded everyone to be on the lookout for any donation items that could be submitted to the VASWCD Educational Foundation Auction held at the Annual VASWCD meeting in December.
 - Item can be New or Good Used Condition. Crafts, Art, Gift Cards, Gift Baskets, etc.

Adjournment:

MOTION: to Adjourn. Motion made by Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

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

The meeting adjourned at approximately 11:25am.

*Respectfully submitted,
Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

**LFSWCD PERSONNEL COMMITTEE MEETING
August 8, 2024 (immediately following Board meeting)**

Members Present: Comanor, Gessner, Huddleston, Shillingberg, Gochenour

We met to follow up on the effort to more specifically identify what performance requirements would be necessary for staff to ‘exceed fully successful’ in their evaluations. The Committee was unsuccessful in identifying measurable standards and had requested the staff to offer suggestions. Dana reported that they had been unable to come up with useful suggestions as well.

We agreed to use this program year as a trial effort to try and quantify performance accomplishments as much as feasible. However, we recognized that it is virtually impossible to compare results across the staff since our agricultural projects are typically unique and can be highly variable. We will at least have a better understanding of the individual staff’s workload and the unique challenges they experience.

The Committee adjourned at 12:35 PM.

Joan M Comanor, Chairwoman

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

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

Lord Fairfax Soil and Water Conservation District

09/05/24

Budget vs. Actual - Operating

Cash Basis

July through August 2024

| | Jul - Aug 24 | Budget | % of Budget |
|--|--------------|--------|-------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Income Designated Receipts | | | |
| Dam Maintenance | 9,000.00 | | |
| FY 25 VNRCF TA (Base+Add) | 173,139.00 | | |
| Total Income Designated Receipts | 182,139.00 | | |
| Undesignated Receipts | | | |
| County/City Contributions | | | |
| Clarke | 10,450.00 | | |
| Frederick | 3,320.75 | | |
| Shenandoah | 20,000.00 | | |
| Warren | 14,000.00 | | |
| Winchester | 11,000.00 | | |
| Total County/City Contributions | 58,770.75 | | |
| DCR Annual Operations Funds | 206,591.50 | | |
| Interest Income | 17,574.00 | | |
| VCAP | | | |
| VCAP Cost Share | 4,009.40 | | |
| VCAP TA | 3,600.00 | | |
| Total VCAP | 7,609.40 | | |
| Total Undesignated Receipts | 290,545.65 | | |
| Total Income | 472,684.65 | | |
| Gross Profit | 472,684.65 | | |
| Expense | | | |
| District Regular Expenses | | | |
| Board Expenses | 892.31 | | |
| Dues | | | |
| VASWCD | 3,592.00 | | |
| Total Dues | 3,592.00 | | |
| Ed & Info / Public Outreach | | | |
| Display/Ed Material/Brochures | 252.09 | | |
| Envirothon | | | |
| Envirothon Grant Expenses | 319.05 | | |
| Total Envirothon | 319.05 | | |
| Total Ed & Info / Public Outreach | 571.14 | | |
| Office Expenses | | | |
| IT Services & Support / Web | 1,255.57 | | |
| Office Equipment | 800.38 | | |
| Office Storage Rent | 1,224.00 | | |
| Office Supplies | 772.33 | | |
| Tech Staff Supplies/Field Equip. | 236.68 | | |
| Telephone/Internet | 847.04 | | |
| Total Office Expenses | 5,136.00 | | |
| Personnel/Staff Expenses | | | |
| Staff Mileage/Training | 1,003.52 | | |
| Total Personnel/Staff Expenses | 1,003.52 | | |
| Vehicle Gas & Service | 684.01 | | |
| Total District Regular Expenses | 11,878.98 | | |
| VCAP Expenditures | | | |
| VCAP Cost Share disbursements | 4,009.40 | | |

6:20 PM

Lord Fairfax Soil and Water Conservation District

09/05/24

Budget vs. Actual - Operating

Cash Basis

July through August 2024

| | <u>Jul - Aug 24</u> | <u>Budget</u> | <u>% of Budget</u> |
|-------------------------|---------------------|---------------|--------------------|
| Total VCAP Expenditures | 4,009.40 | | |
| Total Expense | 15,888.38 | | |
| Net Ordinary Income | 456,796.27 | | |
| Net Income | <u>456,796.27</u> | | |

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of August 31, 2024

09/05/24

Cash Basis

| | Aug 31, 24 |
|---|---------------------|
| Dedicated Reserves | |
| Unemployment Oblig (State) | 25,000.00 |
| Accrued Lv. Oblig (State) | 50,000.00 |
| Computer Replacement Reserve | 30,000.00 |
| Salary Inflation Res.(State) | 55,000.00 |
| Office/Utility Reserve | 65,000.00 |
| Tech Staff Salary Res. (State) | 600,000.00 |
| Dam Safety Reserve | 65,000.00 |
| Admin. Secretary Salary Reserve | 85,000.00 |
| Education Salary Reserve | 85,000.00 |
| Vehicle Reserve (State) | 50,000.00 |
| Total Dedicated Reserves | 1,110,000.00 |
| Operations | |
| EOL Varification Earnings | 34,918.42 |
| Other Income | |
| Refunds | 775.00 |
| Donations | 1,200.00 |
| Total Other Income | 1,975.00 |
| Envirothon Receipts | 400.00 |
| Envirothon Grant | 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 |
| Total Community Garden/Harvest Fest. | 4,312.05 |
| Total Special Projects | 4,312.05 |
| Sales/Services | 2,063.70 |
| DCR Operating Funds | 557,930.85 |
| Interest | 112,536.31 |
| Local Gov't Funds | 94,280.85 |
| Total Operations | 821,314.43 |
| Restricted Funds | |
| VNRCF TA | |
| FY 25 VNRCF TA | 173,139.00 |
| FY 24 VNRCF TA | 313,828.95 |
| Total VNRCF TA | 486,967.95 |
| VCAP TA | 7,200.00 |
| Cost Share Funds | |
| CREP | |
| CREP Interest | 451.06 |
| CREP Program | -451.06 |
| Total CREP | 0.00 |
| WQIA | |
| 2025 CB VACS | 58,765.69 |
| 2024 CB VACS Transfer (14) | 4,242.14 |
| 2024 CB VACS | 4,524,461.01 |
| 2023 CB VACS Transfer (22) | 230,005.18 |
| 2023 CB VACS | 1,589,108.08 |
| 2022 CB VACS | 1,040,694.16 |
| Total WQIA | 7,447,276.26 |
| Total Cost Share Funds | 7,447,276.26 |
| Other restricted funds | |

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of August 31, 2024

09/05/24

Cash Basis

| | <u>Aug 31, 24</u> |
|-------------------------------------|----------------------------|
| Grants | |
| Shenandoah Pure Water Forum Inc | 200.00 |
| Ches. Bay Restoration Grant | <u>1,158.94</u> |
| Total Grants | 1,358.94 |
| Dam Maintenance | <u>9,000.00</u> |
| Total Other restricted funds | <u>10,358.94</u> |
| Total Restricted Funds | <u>7,951,803.15</u> |
| TOTAL | <u><u>9,883,117.58</u></u> |

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 08/31/2024

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|-------------------------|-----|-------------------|---------------------|
| Beginning Balance | | | | | | 1,974,729.88 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 17 items | | | | | | |
| Check | 07/23/2024 | 5367 | VASWCD | X | -3,592.00 | -3,592.00 |
| Check | 07/23/2024 | 5368 | Virginia Business Sy... | X | -516.75 | -4,108.75 |
| Check | 07/23/2024 | 5371 | Shentel | X | -191.20 | -4,299.95 |
| Check | 07/23/2024 | 5370 | Edward Pendleton | X | -58.96 | -4,358.91 |
| Check | 07/25/2024 | 5374 | Opequon Presbyteri... | X | -3,012.47 | -7,371.38 |
| Check | 08/01/2024 | 5375 | Max Real Group, LLC | X | -408.00 | -7,779.38 |
| Check | 08/01/2024 | 5376 | Virginia Business Sy... | X | -406.86 | -8,186.24 |
| Check | 08/08/2024 | 5377 | VACDE | X | -280.00 | -8,466.24 |
| Check | 08/08/2024 | 5382 | Graves Mountain Lo... | X | -262.14 | -8,728.38 |
| Check | 08/08/2024 | 5379 | Jack McKeen | X | -80.00 | -8,808.38 |
| Check | 08/08/2024 | 5378 | Jack McKeen | X | -80.00 | -8,888.38 |
| Check | 08/08/2024 | 5381 | Commercial Press, I... | X | -47.25 | -8,935.63 |
| Check | 08/08/2024 | 5380 | Virginia Business Sy... | X | -14.22 | -8,949.85 |
| Check | 08/14/2024 | 5383 | Card Services | X | -1,308.80 | -10,258.65 |
| Check | 08/14/2024 | 5386 | Queen Street Diner | X | -273.70 | -10,532.35 |
| Check | 08/14/2024 | 5384 | Stephanie Shillingburg | X | -24.12 | -10,556.47 |
| Check | 08/19/2024 | 5387 | Shentel | X | -191.20 | -10,747.67 |
| Total Checks and Payments | | | | | -10,747.67 | -10,747.67 |
| Deposits and Credits - 4 items | | | | | | |
| Deposit | 08/14/2024 | | | X | 11,000.00 | 11,000.00 |
| Deposit | 08/16/2024 | | | X | 3,320.75 | 14,320.75 |
| Deposit | 08/22/2024 | | | X | 388,730.50 | 403,051.25 |
| Deposit | 08/31/2024 | | | X | 9,320.85 | 412,372.10 |
| Total Deposits and Credits | | | | | 412,372.10 | 412,372.10 |
| Total Cleared Transactions | | | | | 401,624.43 | 401,624.43 |
| Cleared Balance | | | | | 401,624.43 | 2,376,354.31 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 3 items | | | | | | |
| Check | 03/17/2020 | 4525 | Purchase Power | | -78.99 | -78.99 |
| Check | 07/25/2024 | 5373 | Westminister-Canter... | | -996.93 | -1,075.92 |
| Check | 08/14/2024 | 5385 | Virginia Business Sy... | | -520.60 | -1,596.52 |
| Total Checks and Payments | | | | | -1,596.52 | -1,596.52 |
| Deposits and Credits - 2 items | | | | | | |
| Deposit | 02/28/2018 | | | | 23.58 | 23.58 |
| Deposit | 04/16/2020 | | | | 5,000.00 | 5,023.58 |
| Total Deposits and Credits | | | | | 5,023.58 | 5,023.58 |
| Total Uncleared Transactions | | | | | 3,427.06 | 3,427.06 |
| Register Balance as of 08/31/2024 | | | | | 405,051.49 | 2,379,781.37 |
| Ending Balance | | | | | 405,051.49 | 2,379,781.37 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 08/31/2024

| | <u>Aug 31, 24</u> |
|--|----------------------------|
| Beginning Balance | 1,974,729.88 |
| Cleared Transactions | |
| Checks and Payments - 17 items | -10,747.67 |
| Deposits and Credits - 4 items | 412,372.10 |
| | <u>401,624.43</u> |
| Total Cleared Transactions | |
| Cleared Balance | <u>2,376,354.31</u> |
| Uncleared Transactions | |
| Checks and Payments - 3 items | -1,596.52 |
| Deposits and Credits - 2 items | 5,023.58 |
| | <u>3,427.06</u> |
| Total Uncleared Transactions | |
| Register Balance as of 08/31/2024 | <u>2,379,781.37</u> |
| Ending Balance | 2,379,781.37 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 08/31/2024

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|-------------------------|-----|---------------------|---------------------|
| Beginning Balance | | | | | | 6,211,912.69 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 6 items | | | | | | |
| Check | 07/25/2024 | 3859 | Lisa R. Zirkle | X | -16,015.50 | -16,015.50 |
| Check | 08/01/2024 | 3863 | Virginia Resource A... | X | -50,802.53 | -66,818.03 |
| Check | 08/01/2024 | 3864 | Frederick Lee Hepner | X | -8,512.00 | -75,330.03 |
| Check | 08/07/2024 | 3866 | Marker-Miller Orchar... | X | -103,761.73 | -179,091.76 |
| Check | 08/07/2024 | 3865 | Thomas C. Heung | X | -20,804.86 | -199,896.62 |
| Check | 08/19/2024 | 3867 | Todd B. Lumpkin | X | -6,572.13 | -206,468.75 |
| Total Checks and Payments | | | | | -206,468.75 | -206,468.75 |
| Deposits and Credits - 2 items | | | | | | |
| Deposit | 08/22/2024 | | | X | 1,478,771.88 | 1,478,771.88 |
| Deposit | 08/31/2024 | | | X | 29,207.85 | 1,507,979.73 |
| Total Deposits and Credits | | | | | 1,507,979.73 | 1,507,979.73 |
| Total Cleared Transactions | | | | | 1,301,510.98 | 1,301,510.98 |
| Cleared Balance | | | | | 1,301,510.98 | 7,513,423.67 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Check | 06/25/2024 | 3846 | Mt. Airy Dairy Farm ... | | -10,112.90 | -10,112.90 |
| Total Checks and Payments | | | | | -10,112.90 | -10,112.90 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 11/30/2020 | | | | 25.44 | 25.44 |
| Total Deposits and Credits | | | | | 25.44 | 25.44 |
| Total Uncleared Transactions | | | | | -10,087.46 | -10,087.46 |
| Register Balance as of 08/31/2024 | | | | | 1,291,423.52 | 7,503,336.21 |
| Ending Balance | | | | | 1,291,423.52 | 7,503,336.21 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 08/31/2024

| | <u>Aug 31, 24</u> |
|-----------------------------------|----------------------------|
| Beginning Balance | 6,211,912.69 |
| Cleared Transactions | |
| Checks and Payments - 6 items | -206,468.75 |
| Deposits and Credits - 2 items | 1,507,979.73 |
| Total Cleared Transactions | <u>1,301,510.98</u> |
| Cleared Balance | <u>7,513,423.67</u> |
| Uncleared Transactions | |
| Checks and Payments - 1 item | -10,112.90 |
| Deposits and Credits - 1 item | 25.44 |
| Total Uncleared Transactions | <u>-10,087.46</u> |
| Register Balance as of 08/31/2024 | <u>7,503,336.21</u> |
| Ending Balance | 7,503,336.21 |

9.5.2024 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Ord 10:05 AM Motion by: MG

Adjourn: Motion by:

| Fund Source: | Total funds available after 8/8/2024 board meeting | Additional funds from DCR (incl. Interest) | Canceled/under-budget/corrections since last mtg*: | Available Funds | BMPs Approved | Ending Balance | (Account Ledger Current Balance + Remaining Allocation at DCR) as of 7/29/24 | Obligated - Paid as of 8/29/2024 | Obligated as of 8/29/24 | Total Allocation from DCR |
|---|--|--|--|-----------------|-----------------|-----------------|--|----------------------------------|-------------------------|---------------------------|
| 2025 CB VACS | \$ 7,454,267.92 | \$ 29,557.84 | | \$ 7,483,825.76 | \$ 1,115,075.59 | \$ 6,368,750.17 | \$ 7,790,552.84 | \$ 547,291.58 | \$ 547,291.58 | \$ 7,760,995.00 |
| Total Obligated for 2025 CB VACS | | | | | | | | \$ 547,291.58 | \$ 547,291.58 | |
| Percent Obligated for 2025 CB VACS | | | | | | | | 7.05% | | |

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

Discussion: Cancellations/Underbudgets (need a motion on 13-24-0005), Tax Credits, New Project Approvals, Equipment Tax Credit - French (no-till drill and precision sprayer), Awards

Cancellations/Underbudgets

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

Tax Credits (All Program Years)

| Cons Plan | Contract | BMP ID | County/Practice Name | Practice Code | Eligible Tax Credit Amount | Tabled | Denied | Approved | Tracking Status | Staff | Notes |
|---------------|------------|--------|------------------------------------|---------------|--|-------------|--------|----------|-----------------|-------|-------|
| CP-13-24-0023 | 13-24-0078 | 583598 | Fred./Conversion of Cropland to Pa | SL-1 | \$ 582.37 | | | | Complete | DG | |
| CP-13-24-0024 | 13-24-0098 | 586289 | Fred./Extension of a Watering Syst | SL-7 | \$ 690.53 | | | | Complete | DG | |
| CP-13-24-0022 | 13-24-0073 | 583228 | Clarke/Extension of a Watering Sys | SL-7 | \$ 3,026.00 | | | | Complete-Nd | SS | |
| | | | | | <i>Total Tax Credits presented for approval:</i> | \$ 4,298.90 | | | | | |
| | | | | | Total Tax Credits Approved: | \$ - | | | | | |

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-13-25-0007 | 13-25-0008 | 592328 | Shen./Stream Exclusion with Grazin | SL-6W | H | 103 | 19.47 | Y | \$ 210,950.00 | | | | Approved | NL | approved at the 8/8/24 board meeting |
| CP-13-25-0006 | 13-25-0007 | 591608 | Clarke./Conversion of Cropland to P | SL-1 | L | 67 | 41.62 | N | \$ 29,614.50 | | | | Approved | DG | approved at the 8/8/24 board meeting |
| CP-13-25-0008 | 13-25-0009 | 593051 | Shen./Stream Exclusion with Grazin | SL-6W | H | 107 | 9.66 | Y | \$ 206,351.88 | | | x | Unapproved | NL,BL | |
| CP-13-25-0017 | 13-25-0019 | 613145 | Shen./Conversion of Cropland to P | SL-1 | H | 107 | 28.08 | N | \$ 3,550.00 | | | x | Unapproved | NL | |
| CP-13-25-0017 | 13-25-0019 | 613205 | Shen./Conversion of Cropland to P | SL-1 | H | 107 | 28.40 | N | \$ 3,195.00 | | | x | Unapproved | NL | |
| CP-13-25-0008 | 13-25-0009 | 593027 | Shen./Stream Exclusion with Grazin | SL-6W | H | 106 | 12.55 | Y | \$ 74,730.00 | | | x | Unapproved | NL,BL | |
| CP-13-25-0017 | 13-25-0019 | 613147 | Shen./Conversion of Cropland to P | SL-1 | H | 104 | 28.76 | N | \$ 2,840.00 | | | x | Unapproved | NL | |
| CP-13-25-0017 | 13-25-0019 | 613143 | Shen./Conversion of Cropland to P | SL-1 | H | 100 | 27.81 | N | \$ 4,260.00 | | | x | Unapproved | NL | |
| CP-13-25-0017 | 13-25-0019 | 613115 | Shen./Conversion of Cropland to P | SL-1 | H | 100 | 27.96 | N | \$ 7,455.00 | | | x | Unapproved | NL | |
| CP-13-25-0005 | 13-25-0006 | 611304 | Shen./Conversion of Cropland to P | SL-1 | H | 98 | 25.29 | N | \$ 6,880.00 | | | x | Unapproved | NL | |
| CP-13-25-0013 | 13-25-0015 | 601195 | Shen./Loafing Lot Management | WP-4LL | H | 97 | 8.95 | Y | \$ 162,820.35 | | | x | Unapproved | BL | |
| CP-13-25-0011 | 13-25-0014 | 600839 | Shen./Stream Exclusion with Grazin | SL-6W | H | 94 | 15.47 | Y | \$ 136,608.13 | | | x | Unapproved | NL,BL | |
| CP-13-25-0016 | 13-25-0020 | 613210 | Shen./Conversion of Cropland to P | SL-1 | H | 85 | 23.66 | N | \$ 5,280.00 | | | x | Unapproved | NL | |
| CP-13-25-0014 | 13-25-0018 | 613097 | Shen./Stream Exclusion with Grazin | SL-6W | H | 56 | 12.79 | Y | \$ 105,495.00 | | | x | Unapproved | BL | |
| CP-13-25-0009 | 13-25-0011 | 593146 | Clarke./Stream Exclusion | SL-6W | M | 98 | 14.07 | Y | \$ 248,884.38 | | | x | Unapproved | BL | |
| CP-13-25-0015 | 13-25-0021 | 613257 | Shen./Conversion of Cropland to P | SL-1 | M | 72 | 39.58 | N | \$ 9,460.00 | | | x | Unapproved | NL | |
| N/A | 13-25-0013 | 598982 | Fred./Stream Exculsion Maintenan | CCI-SL-6N | M | 93 | 29.47 | N | \$ 2,399.00 | | | x | Unapproved | BL | |
| N/A | 13-25-0016 | 603247 | Clarke./Small Grain CC for Residue | SL-8B | L | 125 | 27.85 | Y | \$ 2,112.00 | | | x | Unapproved | AP | |
| N/A | 13-25-0017 | 612573 | Shen./Waste Storage Management | CCI-WP-4 | L | 111 | 47.19 | N | \$ 6,620.00 | | | x | Unapproved | BL | |
| CP-13-25-0010 | 13-25-0012 | 596141 | Shen./Stream Exclusion with Grazin | SL-6W | L | 91 | 19.68 | Y | \$ 86,003.25 | | | x | Unapproved | SH | |
| CP-13-25-0018 | 13-25-0022 | 613994 | Shen./Conversion of Cropland to P | SL-1 | L | 76 | 35.51 | N | \$ 3,727.50 | | | x | Unapproved | SH | |
| CP-13-25-0018 | 13-25-0022 | 613894 | Shen./Conversion of Cropland to P | SL-1 | L | 76 | 36.78 | N | \$ 6,035.00 | | | x | Unapproved | SH | |
| CP-13-25-0018 | 13-25-0022 | 613987 | Shen./Conversion of Cropland to P | SL-1 | L | 76 | 41.55 | N | \$ 887.50 | | | x | Unapproved | SH | |
| CP-13-25-0019 | 13-25-0010 | 593398 | Fred./Conversion of Cropland to Pa | SL-1 | L | 72 | 33.03 | N | \$ 2,548.80 | | | x | Unapproved | DG | |
| CP-13-25-0019 | 13-25-0010 | 593361 | Fred./Conversion of Cropland to Pa | SL-1 | L | 72 | 33.37 | N | \$ 4,368.00 | | | x | Unapproved | DG | |

| | | | | | | | | | | | | | | | |
|---------------|------------|--------|------------------------------------|------|---|--|-------|-----------|--------------|---------------------|--|---|------------|----|--|
| CP-13-25-0019 | 13-25-0010 | 593362 | Fred./Conversion of Cropland to Pa | SL-1 | L | 72 | 33.78 | N | \$ 5,760.00 | | | x | Unapproved | DG | |
| CP-13-25-0019 | 13-25-0010 | 593075 | Fred./Conversion of Cropland to Pa | SL-1 | L | 72 | 39.58 | N | \$ 16,804.80 | | | x | Unapproved | DG | |
| | | | | | | <i>Total 2025 CB VACS Contracts awaiting Variance Review</i> | | \$ | | - | | | | | |
| | | | | | | <i>Total 2025 CB VACS Contracts presented for approval:</i> | | \$ | | 1,355,640.09 | | | | | |
| | | | | | | Total 2025 CB VACS Funds Approved: | | \$ | | 1,115,075.59 | | | | | |

9.5.2024 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 after 8/8/2024 board meeting | Additional funds from DCR (incl. Interest) | Canceled/under-budget/corrections since last mtg*: | Available Funds | BMPs Approved | Ending Balance | Account Ledger Current Balance as of 8/29/2024 | Obligated-Paid as of 8/29/2024 |
|------------------------------|--|--|--|-----------------|---------------|----------------|--|--------------------------------|
| 2022 CB VACS | \$ - | | \$ 20,094.27 | \$ 20,094.27 | | \$ 20,094.27 | \$ 1,040,694.16 | \$ 1,020,599.89 |
| 2023 CB VACS Transfer (2022) | \$ - | | \$ 24,150.00 | \$ 24,150.00 | | \$ 24,150.00 | \$ 230,005.18 | \$ 205,855.18 |
| 2023 CB VACS | \$ 6,425.14 | | | \$ 6,425.14 | | \$ 6,425.14 | \$ 1,589,108.08 | \$ 1,582,682.94 |
| 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 | | \$ 19,742.68 | \$ 51,854.40 | | \$ 51,854.40 | \$ 4,524,461.01 | \$ 4,475,317.69 |

Ending Balance
 \$ 20,094.27
 \$ 24,150.00
 \$ 6,425.14
 \$ -
 \$ 49,143.32

*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 |
|---|--------|------------------------------|---------------|------------------------------------|---------------------|-----------------|-------|---|
| 13-24-0005 | 583418 | 2024 CB VACS | SL-7 | \$ 15,474.80 | \$ - | Cancelled | MC | fencing was not installed to spec - need a motion to cancel |
| 13-22-0074 | 478309 | 2022 CB VACS | SL-6W | \$ 20,094.27 | \$ - | Complete | DG | underbudget |
| 13-22-0074 | 478309 | 2023 CB VACS Transfer (2022) | SL-6W | \$ 24,150.00 | \$ - | Complete | DG | underbudget |
| 13-24-0098 | 586289 | 2024 CB VACS | SL-7 | \$ 4,267.88 | \$ 690.53 | Complete | DG | underbudget |
| Total of Cancellations and Underbudgets: \$ | | | | | 63,986.95 | | | |

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> | | | | | | | | \$ | | | | | | |
| Total 2023 CB VACS Funds Approved: | | | | | | | | \$ | | | | | | |

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> | | | | | | | | \$ | | | | | | |
| Total 2024 CB VACS Transfer Funds Approved: | | | | | | | | \$ | | | | | | |

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 |
|---|--------|---|---------------|------------|---------------|-------|-------------------|------------------------------|--------|--------|----------|-----------------|-----------|--------------------------------------|
| 13-24-0098 | 586287 | Fred./Stream Exclusion with Grazing Mgr | SL-6W | H | 120 | 21.79 | Y | \$ 12,498.12 | | | x | Carryover | DG | increase needed due to rock breaking |
| <i>Total 2024 CB VACS Contracts presented for approval:</i> | | | | | | | | \$ | | | | | 12,498.12 | |
| Total 2024 CB VACS Funds Approved: | | | | | | | | \$ | | | | | 12,498.12 | |

9.5.2024 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 tax credits for (Cons. Plan: CP-13-24-0023, Contract: 13-24-0078, Instance: 583598), (Cons. Plan: CP-13-24-0024, Contract: 13-24-0098, Instance: 586289), and (Cons. Plan: CP-13-24-0022, Contract: 13-24-0073, Instance: 583228) in the amounts of \$582.37, \$690.53, and \$3,026.00. respectively.

Made by: SH, JMS

| Vote | # |
|----------|----|
| Yay | 10 |
| Nays | 0 |
| Abstains | 0 |

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0008
Contract: 13-25-0009
Instances: 593051, 593027
Amounts: \$206,351.88, \$74730.00

Made by: JMS, DG

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0017
Contract: 13-25-0019
Instances: 613145, 613205, 613147, 613143, 613155
Amounts: \$3,550.00, \$3,195.00, \$2840.00, \$4,260.00, \$7,455.00

Made by: DG, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0005
Contract: 13-25-0006
Instance: 611304
Amount: \$6880.00

Made by: DG, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0013
Contract: 13-25-0015
Instance: 601195
Amount: \$162,820.35

Made by: RB, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0011
Contract: 13-25-0014
Instance: 600839
Amount: \$136608.13

Made by: SH, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0016
Contract: 13-25-0020
Instance: 613210
Amount: \$5280.00

Made by: DG, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0014
Contract: 13-25-0018
Instance: 613097
Amount: \$105495.00

Made by: SH, DG

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-20-0015
Contract: 13-25-0021
Instance: 613257
Amount: \$9,460.00

Made by: RB, BL

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: N/A
Contract: 13-25-0013
Instance: 598982
Amount: \$2,399.00

Made by: DG, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: N/A
Contract: 13-25-0016
Instance: 603247
Amount: \$2,112.00

Made by: SH, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

AP abstains due to managing project

Motion to recommend that the board approve

Cons Plan: N/A
Contract: 13-25-0017
Instance: 612573
Amount: \$6,620.00

Made by: NL, DG

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0010
Contract: 13-25-0012
Instance: 596141
Amount: \$86,003.25

Made by: JMS, DG

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

SH abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0018
Contract: 13-25-0022
Instances: 613994, 613894, 613987
Amounts: \$3,727.50, \$6,035.00, \$887.50

Made by: JMS, NL

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

SH abstains due to managing project

Motion to recommend that the board approve

Cons Plan: CP-13-25-0019
Contract: 13-25-0010
Instances: 593398, 593361, 593362, 593075
Amounts: \$2,548.80, \$4,368.00, \$5,760.00, \$16,804.80

Made by: JMS, BL

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0009
Contract: 13-25-0011
Instance: 593146
Amount: \$248,884.38

Made by: SH, JMS

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board cancel

Contract: 13-24-0005
Instance: 583418
Amount: \$15,474.80

Made by: JMS, SH

| Vote | # |
|----------|----|
| Yay | 10 |
| Nays | 0 |
| Abstains | 0 |

Motion passes

Motion to recommend that the board approve an increase in cost share for

Contract: 13-24-0098
Instance: 586287
Amount: \$12,498.12

Made by: NL, BL

| Vote | # |
|----------|---|
| Yay | 9 |
| Nays | 0 |
| Abstains | 1 |

Motion passes

Motion to recommend that the board approve the documentation providing proof of conservation plan for French Brothers Dairy's no-till drill and precision sprayer Equipment Tax Credit

Made by: MG, NL

| Vote | # |
|----------|----|
| Yay | 10 |
| Nays | 0 |
| Abstains | 0 |

Motion passes



Help Support the VASWCD Educational Foundation!

DONATION GUIDE

Make your impact go 10% further with Birdies for Charity: (Minimum donation of \$25).

IMPORTANT: All gifts will be donated through PGA TOUR Charities, Inc., a 501(c)(3) charitable organization and be bonused by 10%. Maximum bonus per charity of \$10,000. The final day to donate is Sunday, October 20, 2024.

MAILING ADDRESS HAS CHANGED: Dominion Energy Charity Classic, 4510 Cox Road, Suite 100, Glen Allen, VA 23060 Attn: Birdies for Charity

DONATE ONLINE

1. Visit deccgolf.com and click: Charity > Birdies for Charity > Donate Now
2. Enter the gift amount and, if necessary, select a participating charity from the drop-down menu
3. Follow the prompts to fill out the billing information form and confirm the gift

Please note credit card fees apply for online giving.

IMPORTANT: Donations are processed immediately. **Gift charges will show as PGA TOUR Charities, Inc. (Tel: 1-904-285-3700) on credit card statements.**

DONATE BY CHECK

1. Make checks payable to **PGA TOUR Charities, Inc.** and write designated participating charity in the memo line
2. Mail checks to:

**Dominion Energy Charity Classic
4510 Cox Road, Suite 100
Glen Allen, VA 23060
Attn: Birdies for Charity**

IMPORTANT: If giving to multiple charities, please designate each charity and gift amount in the memo line or an attached note.



DONATE STOCK*

***Minimum donation of \$1,000**

1. Please contact Community Outreach Coordinator, Kaitlin Luccarelli, at kaitlinluccarelli@pgatourhq.com to obtain the PGA TOUR Charities, Inc. **Stock Transfer Form.**

DONATE REQUIRED MINIMUM DISTRIBUTION FROM IRA*

***Donors aged 70.5 and older**

1. Ask IRA Fund Manager to issue a check in the desired amount to **PGA TOUR Charities, Inc.**, designate the participating charity/charities and gift amounts in the memo line and mail to the address listed above

**Dominion Energy Charity Classic | The Country Club of Virginia,
October 14-20 2024**

The PGA TOUR and Dominion Energy Charity Classic will not solicit for organizations. Participating charities will have record of all donations and maintain donor relations. Maximum bonus of \$10,000 per charity, \$135,000 for the entire program. This program is operated by PGA TOUR Charities Inc., a 501(c)(3) charitable organization. Contributions are tax deductible to the extent permitted by law.