

# Board of Directors, Board Packet 1/11/2024



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## Attachments:

### Treasurer / Finance

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

**Meeting Agenda**

**January 11, 2024**

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

*Vision: Productive Soil and Water for the benefit and enjoyment of the people.*

*Mission: To conserve, protect, and enhance the quality of our region's soil and water.*

10:00 CALL TO ORDER

### INTRODUCTION OF GUESTS

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

10:20 2. CHAIRMAN REPORT

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

10:35 4. SECRETARY REPORT

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

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

Alliance for the Shenandoah Valley – Joan Comanor

Conservation Easements – Buck Richards

Conservation Technical – Corey Childs / Mary Gessner

Dam Safety - Jim Fagan

Education & Information – Joan Comanor

Finance – Stephanie Shillingburg

Legislative – Paul Burkholder

Northern Shenandoah Valley Regional Commission – Paul Burkholder

Operations – Justin Mackay-Smith

Personnel – Joan Comanor

Shenandoah County Water Resources Advisory Committee – Joan Comanor

Shenandoah Pure Water Forum – Mary Gessner

Urban BMP – Kermit Gaither

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

VA. Dept. of Environmental Quality Representative – Sara Jordan

Chesapeake Bay Foundation - Matt Kowalski

7. OTHER BUSINESS

8. ADJOURN

# FY24 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

- **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 23 (2022-23) Annual Report:**  
Date Presented: \_\_ August 10, 2023\_

## **OPERATIONS COMMITTEE RESPONSIBILITIES**

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

## **FINANCE COMMITTEE RESPONSIBILITIES**

- **FY24 (2023-2024) Annual District Budget:** Date Approved: \_\_ 6/8/2023\_
- **Dedicated Reserves:**  
Board Approval Date: \_\_ 9/14/2023\_
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*  
Review/Recording Date: \_\_\_\_\_
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*  
Review/Approval Date: \_\_ 12/8/2022 reviewed \_\_ / \_\_\_\_\_
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.  
Date Submitted: \_\_ June 8, 2023\_

## **PERSONNEL COMMITTEE RESPONSIBILITIES**

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

- Date of reviews (mid-year): \_\_\_\_\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** Date Approved/Reviewed: \_\_ \_\_\_\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: \_\_\_\_\_

## **CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES**

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

## **EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES**

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



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## MINUTES

The December 14, 2023, 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

Richard Hoover  
Joan Comanor  
Mary Gessner  
Ira Richards  
Justin Mackay-Smith  
HB Simpson  
Paul Burkholder  
Jim Fagan  
Kermit Gaither

### Associate Directors

Bernard Nagelvoort  
Stephanie Shillingburg  
Ed Pendleton

### Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR  
Brent Barriteau, NRCS  
Mark Huddleston, Director Elect  
Reid Hoak, Director-Elect  
Matt Kowalski, CBF

### LFSWCD Staff Members

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

### Absent Directors or Staff:

Corey Childs  
Kitty Hockman-Nicholas  
Wayne Webb  
Jason Bushong  
Marietta Cater-Walls  
Robert Barrett  
Allyson Ponn

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***LFSWCD Board Chairman Richard Hoover called the meeting to order at 10:03 am.***

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**Chairman’s Report: Richard Hoover**

- The Chairman’s report was reviewed.
- Chairman Hoover gave his goodbyes and wished everyone well as he will retire from the Board as of December 31, 2024. He congratulated the 5 newly elected Directors and welcomed them aboard.
- Reid Hoak, City of Winchester Director -elect introduced himself. He is a recent retiree from the RV Business and a graduate of Hanley High School and LFCC.
- With great sadness Bernard “Bud” Nagelvoort, our very own SWCD “Hall of Famer” has decided to retire from his service as an Associate Director. Bud has been a dedicated and influential member of the LFSWCD holding many positions throughout his tenure.
- Joan Comanor was presented with her 20-year pin for her involvement with the LFSWCD and VASWCD.
- Nick gave an update on the Farm to Table Conference attended by all Staff.
- Mary Gessner gave a review of the recent Shenandoah Pure Water Forum meeting which took place on December 12<sup>th</sup>.
- Paul Burkholder spoke on an issue found by Engineer’s with the Robert E. Lee SWCD.
  - Debbie Cross, CDC/DCR added that all projects in this District have been halted.
  - The issue is being investigated by the state soil and water board.
- Paul also spoke about the need for recruitment and retention of employees for SWCD statewide. He feels developing relationships with Colleges would be a great step.
- Paul reviewed the 2024 Legislative Agenda for General Assembly.
- VCAP updates:
  - Nick & Sam are prepping a for a \$7,000.00 conservation landscaping project.
  - Sam & Ally have sent another Application forward to the Steering Committee,
  - with another project in the works.

**MOTION: Board approval of the November 2023 minutes. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**Treasurer’s Report: Stephanie Shillingburg**

- Stephanie reviewed her written report.
- Looking to start Positive Pay with accounts in January 2024.



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**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

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

- Reminded Directors to complete their bi-annual COIA Training.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Has graduated her Shenandoah County Leadership Program.
- Met with Shannon; Alliance of the Chesapeake Bay to see how to fill the gap on programs.

**Senior Conservation Specialist, Nick Livesay:**

- Lots of office work this time of year for End of (Tax) Year payouts to Participants.

**Conservation Specialist, Madison Coffey:**

- Lots of initial and follow-up visits that she hopes come to fruition.

**Conservation Specialist, Sabrina Heltzel**

- Colder weather has brought more in-house/office work.
- Participated in the Annual Conference – nice to be able to network and meet other Districts.
- Working with Carl to get on his schedule for her Conservation Planner Certification.

**Conservation Specialist, Ben Loyd**

- Busy helping other staff in the field and office.
- Has his first individual project in the works.

**Conservation Technical Assistant, Sam Shelton**

- Lots of VCAP interest.
- He is also working on Conservation Planner Certification and found out that he can use a CCI Project for his final review.

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

- Allyson was on Annual Leave at time of the meeting.



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

Nothing to add to her written report.

**Conservation Easements Committee: Ira Richards**

- No new items to report.

**Conservation Technical Committee:**

- In Corey's absence, Mary Gessner reviewed the CTC report.
- Motions were as follows:

**MOTION:** to recommend the Board approve all 53 instances of SL-8B and SL-8H practices as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Joan Comanor.

**Motion Passed. Voting Ballot is as follows.** \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the Board approve contract 13-24-0070 WP-4SF and associated conservation plan as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the Board approve contract 13-24-0070 SL-6W and associated conservation plan as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Joan Comanor. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			



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**MOTION:** to recommend the Board approve contract 13-24-0035 SL-1 and associated conservation plan as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the Board approve contract 13-24-0043 SL-6W and associated conservation plan as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Joan Comanor Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the Board approve an increase in funds to contract 13-24-0076 SL-6W for previously discussed dry wells as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Joan Comanor Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the Board approve the Conservation Plan and Nutrient Management Plan (NMP) for Equipment Tax Credit (Garber) as listed in the 12/7/2023 CTC minutes and presented in the 12/14/2023 Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			





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**MOTION:** to recommend the Board approve the Conservation Plan and Nutrient Management Plan (NMP) for Equipment Tax Credit (Watts) 13-24-0007 as discussed during the 12/14/2023 Board meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**Dam Safety Committee:** James Fagan

- No new items to report.

**Education and Information Committee:** Joan Comanor

- Joan passed around a copy of the Washington Post to share a “Future Farming” insert.
- Thank You to staff on all the Luncheon help.
- A committee meeting will follow today’s Board.

An email was sent to currently listed Associate Directors to please respond as to whether they wished to continue on with the District as such. Stephanie Shillingburg, Ed Pendleton, and Jason Bushong replied wishing to continue on as Associate Directors.

**MOTION:** to recommend the re-appointment of Stephanie Shillingburg, Jason Bushong, and Ed Pendleton as an Associate Director with LFSWCD. Motion made by Joan Comanor, seconded by Mary Gessner. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

Ira “Buck” Richards said that although he is retiring as a County Director he wished to stay on as an Associate Director as of January 1, 2024.

**MOTION:** to recommend the appointment of Ira “Buck” Richards as Associate Director with LFSWCD as of 1/1/2024.

Motion made by Joan Comanor, seconded by Mary Gessner. Motion passed. Voting Ballot is as follows. \*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			



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**Finance Committee: Wayne Webb**

- Mr. Webb was absent from the meeting.
- Stephanie Shillingburg, current Board Treasurer & Co-Chair of the Finance Committee volunteered to be the Chair of the Finance Committee as Wayne Webb retires from Directorship.

**Legislative Committee: Paul Burkholder**

- Legislative items were covered during the Chairman's report.

**Northern Shenandoah Valley Regional Committee:**

- No new items to report. The meeting was canceled.

**Operations Committee: Justin MacKay-Smith**

- No new items to report.
- Staff brought to attention the need to repair the locking mechanism on the Ford passenger door. Unanimously agreed to move forward with repairs as necessary.

**Personnel Committee: HB Simpson**

- No new items to discuss.

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

- Next meeting is February 7, 2024.

**Shenandoah Pure Water Forum: Mary Gessner**

- Recap of December meeting was given during the Chairman's report.

**Urban BMP Committee: Kermit Gaither**

- VCAP discussion was had during the Chairman's report.

**Natural Resources Conservation Service: Brent Barriteau**

- Brent gave a report on NRCS happenings.

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

- Debbie reviewed key items in her written report.
- Gave Thanks to outgoing Directors and to Bud for his years of service.
- Tax Credit packet deadline date for participant submission to IRS is now Dec 31, 2024. Districts must have mailed out by January 31, 2024.
- January 11, 2024, is Legislative Day.

**Virginia Cooperative Extension: Corey Childs**

- Absent.



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**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation: Matt Kowalski**

- Gave an update on CBF happenings/Collaborative Projects.

**Department of Environmental Quality: Sara Jordan**

- Not in attendance.

**Other:**

- Discussion was had of appointment of Officers to the Board of Directors.
- Nominations were made by those in attendance.
- It was discussed and decided that a motion for the election of officers would be made.

**MOTION:** to recommend the Board approve the Election of Officers as such: Joan Comanor as Chair, James Fagan as Vice Chair, Stephanie Shillingburg as Board Treasurer, and Sarah Fleming as Board Secretary of the LFSWCD as of 1/1/2024.

**Motion made by Richard Hoover, seconded by HB Simpson. Motion passed. Voting Ballot is as follows.** *\*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			

**MOTION:** to recommend the re-appointment of Allyson Ponn as the District's FOIA Officer and of Sarah Fleming as the District's Record Retention Officer. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion passed.**

**Voting Ballot is as follows.** *\*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent at the time of vote.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			*Wayne Webb			



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**Adjournment:**

**MOTION: to Adjourn. Motion made by Richard Hoover, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs, Kitty Hockman-Nicholas, and Wayne Webb were absent 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>
Richard Hoover	X				Kermit Gaither	X		
Joan Comanor	X				*Kitty Hockman-Nicholas			
Ira Richards	X				HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				*Wayne Webb			

The meeting adjourned at approximately 11:45am.

Respectfully submitted,

*Sarah R. Fleming*

Board Secretary

DRAFT

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

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

July 2023 - December 2023

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>													
Richard Hoover, Chairman		A	A	A	X	X	X						
Joan Comanor, Vice Chair		X	X	X	X	X	X						
Corey Childs		X	A	X	X	A	A						
Ira "Buck Richards		X	X	A	X	X	X						
Mary Gessner		X	X	X	X	X	X						
James Fagan		X	X	X	A	X	X						
Kermit Gaither		X	X	X	A	X	X						
Kitty Hockman-Nicholas		X	X	A	A	A	A						
HB Simpson		X	A	X	X	X	X						
Paul Burkholder		A	X	X	A	X	X						
Justin MacKay-Smith		X	A	X	X	X	X						
Wayne Webb		A	X	A	A	X	A						
<b>Associate Board of Directors</b>													
Bernard "Bud" Nagelvoort		X	X	X	X	X	X						
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X						
Jason Bushong		A	A	A	A	A	A						
Marietta Cater-Walls		A	A	A	A	A	A						
Robert Barrett (voted as Assoc Dir. 12/8/2022)		A	A	A	A	A	A						
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)		A	X	X	A	A	X						
<b>Staff</b>													
Madison Coffey		X	X	X	X	X	X						
Sarah Fleming		X	X	X	X	A	X						
Dana Gochenour		X	X	A	X	X	X						
Nick Livesay		X	X	X	A/T	X	X						
Allyson Ponn		X	x	X	A/T	A/T	A/T						
Sabrina Vladu		A	X	X	X	X	X						
Sam Shelton		X	X	X	X	X	X						
Ben Loyd (Start Date: 8-21-2023)				X	X	X	X						
<b>Guests</b>													
Debbie Cross, DCR		X	X	X	X	X	X						
Brent Baritteau, NRCS		X			X	X	X						
Mady Calhoun		X	X	X	X								
Karen Anderson			X										
Mark Huddleston			X	X	X	X	X						

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

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

January 2024 - June 2024

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS  
January 11, 2024  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

HAPPY NEW YEAR! AND WELCOME NEW BOARD MEMBERS!!!! I look forward to learning more about each of our new Board members and how we can all come together to have our best year ever. Please make sure that Sarah has copies of our Oath of Office so she may get copies to the right places. Also, thanks to Sarah and Allyson, we have a new 'orientation notebook' for each of our Board members, including associates, so we can all be as fully informed as possible concerning how we operate Lord Fairfax Soil and Water. I encourage each of you to review the notebook, so you are familiar with the information and know where to start looking when you have a question. Of course, we do have our own shorthand terminology and if you hear an unfamiliar term, do not hesitate to ask for clarification. It won't be long before all of us will be using the same acronyms, etc. The next key order of business is to get folks signed up for our committees, where the detailed work of the board and staff happens. You were asked for preferences and hopefully we can accommodate you, but we need to make sure all our committees are sufficiently covered. I may need to reach out to some of you and make you an offer you can't refuse. **Do we need a motion to approve the action taken by our former Chairman in December of an increase of: \$55,188.36 for Contract # 13-23-0006, instance #496869? Dick wanted to make sure that has been covered (I thought we had given him delegated authority to take such actions).**

**Treasurer's Report  
Stephanie Shillingburg**

I have reviewed the December 2023 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.

At this time, I have nothing to report outside of the normal monthly reporting. Should you have any questions or suggestions please feel free to reach out to me.

– Stephanie

- 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:**

- COIA Training.
- The State mileage reimbursement rate has risen to **.67/mile** effective January 1, 2024

**Monthly Happenings:**

- Prep informational folders for February 6 Personnel Committee – Mid Year Staff Reviews
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Staff Meetings.
- ST9-5 Reporting / State Sales Tax Filing (Due 20<sup>th</sup> of each Month)
- Payables / Cost Share.
- Geotextile Sales Invoicing.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.

- Assist with BMP Part II's
- Add meeting minutes and calendar items to the Website.

**Upcoming Tasks:**

- 2<sup>nd</sup> Qtr. Att E due January 16, 2024
- 1099's due to be mailed by January 31, 2024.
- Tax Credit Packets due to be mailed by January 31, 2024.
- Preparations Mid-Year Personnel Reviews February 6, 2024.

**Trainings/Education/Participation:**

- SHRM & PACE Webinars/Video Trainings

**Office Closings:**

- January 1<sup>st</sup> Office Closed – New Year Holiday
- January 15<sup>th</sup> Office Closed – Martin Luther King, Jr. Day

**Supervising Conservation Specialist  
Dana Gochenour**

**Training**

- Farm to Table Conference, Weyers Cave- 7.5 DCR Conservation Planner contact hours
- SHRM webinars- various topics totaling 5 Professional Development Credits
- Leadership Shenandoah County program graduation

**Promoting BMPs**

- Visited Barham SL-6W with Sabrina and NRCS personnel (Frederick Co.)
- Completed payment for Short Mountain Orchard NM-1A
- With Sam and Nick, completed as built inspection for Walnut Lane Dairy SL-7 (Shenandoah Co.)
- Worked with Sarah, Allyson, and Madison to complete the Warren Co. budget request.
- Completed payment for Rodden SL-6W (Passage Creek, Warren Co.)
- Reviewed and updated list of current projects to accommodate new DCR engineering reporting mandate (all staff)
- Communication with M. Kowalski regarding a potential SL-7 in Shenandoah Co.
- Met with D. Morris to collect and review bills for SL-1 fields (Shenandoah Co.)
- Worked with various other staff members to review bills and finalize payments for multiple projects.

**Staff Relations**

- 12/7- Conservation Technical committee meeting
- 12/14- Board of Directors meeting and Ed & Info committee meeting
- Scheduled personnel reviews for 2/6/24

**Also this month:**

**Senior Conservation Specialist  
Nick Livesay**

**Training**

- Farm to Table Conference, Weyers Cave – 2 day event with staff

**Promoting BMPs**

- Snapp (SL-7: Fred. Co.) mid construction check with Madison, pump test for spring
- Whetzel (WP-4SF: Shen. Co.) sizing, cost estimate, correspondence with producer



- Fausey (SL-6W: Lewis Run, Clarke Co.) bills and file completion
- Westbrook (SL-6W: Spring Drainage, Clarke Co.) correspondence regarding contractor issues
- Visit with potential WP-4 (Frederick County) with Sabrina
- Visit with potential SL-7/WP-4 (Frederick County) with Sam
- Visit with potential SL-1 (Shenandoah County)
- Visit with potential FR-3 (Clarke Co.) with Sabrina, Ben, and Connor (DOF)
- Huntley (FR-1: Warren County) visit with Cain (DOF) to do a planting plan
- Visit with potential FR-3 (Warren County) with Sabrina
- Bushong (SL-6W: Narrow Passage) – bills and file completion
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

#### VCAP

- Matt Smith – CL (Frederick County) as-built inspection with Sam

#### Other Relations

- CTC Meeting (12-7-23)
- Board Meeting (12-14-23)
- Christmas Holiday (1/2 day 12/22, 12/25)
- Personal Floating Holiday (12-28-23)

### Conservation Specialist Madison Coffey

#### Training:

- Farm to Table Conference – 12/12-13/2023

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- General communication with participants and contractors regarding projects.
- Follow-up visit with Ben and Nick on 12/4/2023 for Snapp (Fred: SL-7) to inspect the trough pads and gave approval to move forward with pouring concrete.
- Follow-up site visit with Nick on 12/18/2023 for Snapp (Fred: SL-7) to test the spring flow rate.
- Follow-up conversations with building engineer and participant for Gochenour (Shen: WP-4LL) to confirm roof runoff management for the new building.
- Updated/confirmed tax credit information in tracking for projects paid in 2023 and worked on Proof of Conservation Plan letters for Sarah to include in the tax packets.
- Began working on updating current tracking projects to include necessary EJAA information.

#### Other Activities:

- CTC Agenda Prep – 12/5/2023
- CTC Meeting – 12/7/2023
- Board Meeting– 12/14/2023
- Maryland-Virginia Producer of the Year Award Call – 12/21/2023

### Conservation Specialist Sabrina Heltzel

#### Training:

- Attended Farm to Table Conference (December 12<sup>th</sup> – 13<sup>th</sup>)

**Promoting BMPs:**

- Provided TA for Horse Breeder in Clarke County (did not qualify for VACS/VCAP funding) (December 1<sup>st</sup>)
- Barham Stream Crossing Engineering Site Visit with Dana and NRCS Staff (December 1<sup>st</sup>)
- Initial site visit for potential WP-4 in Frederick County with Nick (December 7<sup>th</sup>)
- Initial site visit for potential FR-3 in Clarke County with Nick, Ben, and DOF staff (December 14<sup>th</sup>)
- Prepped Boyer EAN funding request documents for FR-1 replanting (December 18<sup>th</sup>)
- Initial site visit for potential FR-3 in Warren County with Nick (December 18<sup>th</sup>)
- Closed out Prosize SL-6W folder (December 19<sup>th</sup>)
- Closed out Walnut Lane Dairy folder & processed bills for reimbursement (December 19<sup>th</sup>)
- Updated and created Conservation Plans for Almeter, Walnut Lane Dairy, and Miley (December 20<sup>th</sup>)
- Drafted plan map and cost estimate for potential FR-3 in Warren County (December 21<sup>st</sup>)
- Made initial site visit maps for potential SL-6W/SL-7 in Warren County (December 21<sup>st</sup>)
- Drafted Dellinger Water System Design Packet (December 22<sup>nd</sup>)
- Processed Almeter FR-1 bills for reimbursement and closed out folder (December 27<sup>th</sup>)

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

**Other Activities:**

- Attended VASWCD Annual Meeting (December 3<sup>rd</sup> – December 6<sup>th</sup>)
- Attended Monthly CTC Meeting (December 7<sup>th</sup>)
- Prepped TRFF Equipment Tax Credit Documentation (December 11<sup>th</sup>)
- Attended Monthly Board Meeting and Education & Info Meeting (December 14<sup>th</sup>)
- Acquired 2022 imagery for ArcMap to be used for site specific needs (December 21<sup>st</sup>)
- Revised WS Design Packet for Increased Usability/Efficiency (December 26<sup>th</sup>)
- Took Ram 1500 for oil change and tire rotation (December 27<sup>th</sup>)

**Conservation Specialist  
Ben Loyd**

**Training:**

- Virginia Farm to Table Conference 12/12-12/13

**Promoting BMPs:**

- Mid Construction visit with Nick and Madison on SL-7 project - Frederick County
- Entered WP-4SF and SL-6W into CAS – Shenandoah County
- Updated cost estimate for potential SL-6W project – Frederick County
- Bills review with Nick and Madison for SL-6W project – Clarke County
- Wrote Conservation Plan for SL-6W project – Frederick County
- Updated plan map and cost estimate for SL-6W and SL-7 project – Shenandoah County
- Fence staking with Nick on SL-6W project – Clarke County
- Worked on water system design and pressure worksheet for SL-6 project – Frederick County
- Field visit with Nick and Sabrina for possible FR-1 and FR-3 project – Clarke County
- SL-1 establishment check with Nick and Sabrina – Clarke County
- Updated maps for initial visit for possible SL-7 or SL-6 – Clarke County
- Bills review with Nick on SL-6W project – Shenandoah County
- Plan map for SL-6W project – Clarke County
- Helped respond to DCR engineer about different potential WP-4 projects.
- Worked on Resource concerns for various different projects.

**Other Activities:**

- CTC Meeting 12/7
- Board Meeting 12/14
- Picked up Sam for Dodge Truck inspection.
- Personal Floating Day/Comp Time Used 12/27-12/29

**Conservation Technical Assistant  
Sam Shelton**

## Training:

- Farm To Table (12/12-12/13)

## Conservation Technical applications:

- Created file for 12/8/2023 site visit.
- Created all required documents for the pre and post site visit.
- Worked on approving projects in tracking and mailing letters with all required documents.
- Created cover crop mapping routes for cover crop checks.

## Promoting BMPs:

- VCAP as built with Nick 9 (12/5/2023)
- Initial site visit with Nick (12/8/2023)
- The VCAP I had board approval to send to the VCAP steering committee has been tabled, Blair said the steering committee would like the VCAP project to move forward, but minor changes were needed. I contacted the participant and mentioned the changes required to push her application through, currently awaiting participant response.
- Scheduled visit with participant to go over his cost estimates with him.
- Completed cover crop checks with Ally.

## Miscellaneous:

- CTC Meeting (12/7/2023)
- Board Meeting (12/14/2023)

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

- MRGS Research Project mentoring
- Envirothon coordination

**Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- February Newsletter
- Area 1 Winter Business Meeting Agenda + minutes
- Area 1 Spring Meeting coordination
- LFSWCD Director Orientation Packet
  - o Ed and Info Committee Edits

**Program Support:**

- Cover crop verifications
- VCAP Payment Request Forms, Warren County

**Training:**

- VNRLI Session 3 homework

**Important Dates:**

- Area 1 Envirothon Training: March 9<sup>th</sup> @ Bridgewater College
- Area 1 Envirothon: April 30<sup>th</sup> at McCormick Farms, Raphine VA
- State Envirothon: May 19-20<sup>th</sup>, Radford University
- 2024 Graves Training: August 20-22<sup>nd</sup>
- SECDEA Meeting in Pigeon Forge TN: November 4-6<sup>th</sup>

**Out of Office: 12/3-6, 12/11-20, 12/26, 12/28-29**

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

- Carolyn Long of Shenandoah County is the new chairwoman for the Alliance. ASV will continue its support of the Shen Rail Trail; encouraging environmentally sound solar policies; supporting Shenandoah Valley Conservation Collaborative’s work; promoting easements and other actions that protect productive lands; and exploring what role ASV might play should data center proposals start occurring in our area.

**Conservation Easements**  
**Buck Richards**

- No new items to report.

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

- The CTC meeting will be held at 9:00am on January 11, 2024, prior to the Board.
- They will present their project spreadsheet/motions at the 1/11/2024 Board Meeting

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

**Dam Safety**  
**Jim Fagan**

- No new items to report.

**Education & Information**  
**Joan Comanor**

- There will be an Ed & Info Committee meeting following the February Board.

**Finance Committee**  
**Stephanie Shillingburg**

- A Committee meeting will need to be scheduled for review of:
  - SWCD Desktop Procedures for District Fiscal Operations
  - Purchasing Policy

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

- No written report submitted.

**Northern Shenandoah Valley Regional Commission**  
**Paul Burkholder**

- No written report submitted.

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

- No activity this month.

**Personnel Committee**  
**Joan Comanor**

- mid-year review of staff is scheduled for February 6. At that time, we will get a snapshot of our progress, updates on training, review our Personnel Policy, and identify any tweaking that may be needed.

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

- Next meeting is February 7, 2024.

**Shenandoah Pure Water Forum**  
**Mary Gessner**

- No written report submitted.

**Urban BMP Committee**  
**Kermit Gaither**

- No written report submitted.

**USDA, Natural Resources Conservation Service**  
**Brent Barriteau**

- No written report submitted.

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

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **Oath of Office for Elected Directors:** Congratulations to the elected and reelected Directors! Please provide a copy of your executed oath to your SWCD Administrative staff, and scan and email a copy to [Rene.Leigh@dcr.virginia.gov](mailto:Rene.Leigh@dcr.virginia.gov) and [Blair.Gordon@dcr.virginia.gov](mailto:Blair.Gordon@dcr.virginia.gov). . **Remember that the Oath must be executed BEFORE a director can vote on SWCD business.** Incumbent Elected Directors must also execute a new oath at the Clerk’s office as well. Appointed At-Large and VCE Directors do not need to take an oath at this time.
- **Quarterly reports are due Tuesday, Jan 16, 2024- 2<sup>nd</sup> Qtr.** Attachment E, cash balance and P&L reports.
- **SWCD Election of Officers/Setting 2024 Calendar Year Meeting Date & Time/Committee Appointments:** Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2024 Calendar Year regular meeting dates and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments typically occur in Jan/Feb and are generally made by the Chair.

**Director Reminders - COIA & FOIA Training for Elected Directors**

- **COIA:** The Code of VA requires that **newly elected officials, within two months after assuming the office**, and reelected directors, once every two years, **must take Conflict of Interest Act (COIA) training.** The online training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select “**Local elected officials or EDAs/IDAs**” to

complete the correct training. There is no completion certificate for this training, so it is recommended to take a screenshot of the completion message. Alert the SWCD office AND the Clerk of your local governing body (Board of Supervisors or City Council) of the date of completion.

If you run into trouble with the above link or experience constant buffering, here are a few tips to try:

- Go to the VA COI & Ethics Advisory homepage at <http://ethics.dls.virginia.gov/index.asp> and scroll down to the training section and **click on the "Click here"** to access training. Google Chrome is the preferred browser to use when accessing the training. When you select your role from the drop-down menu in the registration process, you will automatically access the proper module.
  - Clear the cache on your computer, it may be trying to pick up the other link from cache memory.
  - Try another Browser.
  - There may be some sort of security on your computer that is blocking it.
- **FOIA: Local elected officials - § 2.2-3704.3** As of July 1, 2020, **all local elected officials** and executive directors and members of each industrial development authority and economic development authority **are required to receive FOIA (Freedom of Information Act) 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, there is 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 or school board keep records of such training for five years, so please be sure to let the local Clerk know when the training has been completed.**

Due to technical issues experienced by some users, there are different ways to take the local elected officials online training. Please note that only one of these options 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](#)

### **Grant Agreement Deliverable(s) Reminders**

- **Review of FY24 Annual Plan of Work (APOW) and Strategic Plan:** Per the *FY24 Admin & Ops Grant Agreement*, the APOW should have a mid-year progress review. Strategic Plan must be reviewed once during the year and recorded in the board meeting minutes. January or February is a good time to complete and document those reviews if not already done.
- **Semi-Annual Personnel Evaluations:** Per the *FY24 Admin & Ops Grant Agreement*, SWCDs must maintain position descriptions and performance expectations, a personnel policy, and conduct employee evaluations. For those completing evaluations twice per fiscal year, January/February is recommended to complete staff evaluations w/supervisor and/or Personnel Committee.
- **Desktop Procedures for District Fiscal Operations annually reviewed** by the District Board or the Finance Committee and **documented in official minutes.**
- Annually update your district's **Fixed Assets Inventory.** See Desktop Procedures for details.

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

- **EJAA Updates in Tracking:** (Engineering Job Approval Authority) As a result of an unfortunate situation at another SWCD, DCR has determined a need for more restrictive oversight for EJAA of structural practices. Additional EJAA information is now required to be entered into the Tracking Program. SWCD staff has been given until 1/31/24 to input additional EJAA information for all 2024 structural BMPs and until 2/29/24 for all structural carryover contracts including all structural BMPs that have been completed and paid since July 1, 2023. In mid-December SWCD staff were provided a list of BMPs that needed additional EJAA information entered.

### **Preapproval of Ag BMP Tax Credits associated with cost shared BMPs is no longer required** (VACS Manual IV-7)

- For VACS cost-share practices with an associated tax credit, an initial tax credit approval is no longer necessary since the BMP itself must be approved for cost-share purposes. Since tax credits are now based on out-of-pocket costs after cost-share, the **tax credit can be approved, certified, and paid once the project is complete** and the VACS participant has turned in their receipts.
- Final approval of practices for tax credit is the responsibility of the local SWCD Board of Directors.

- **Pre-Approval of Tax Credit BMPs for tax credit only BMPs is still required**, based on the total eligible estimated cost of the BMP before installation. Any cost overruns that may impact the amount of the approved tax credit must be approved as a separate action after the BMP is certified.
- **Deadline for Ag BMP Tax Credits & supporting documentation to Producers is 1/31/24.** Each impacted producer will be sent a Virginia Form ABM, tax certificate letter(s) with attached certificates, as well as the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. After that point, it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation. **NEW Update: The VA Department of Taxation has confirmed that they are removing the April 1<sup>st</sup> deadline to submit Ag BMP Tax Credit applications. Producers will now have until December 31<sup>st</sup> of the year following the credit to submit their application** (i.e., for a 2023 tax credit the application must be filed by 12/31/24). Per a November email from Sara Bottenfield, Ag Incentives Program Manager, DCR-DSWC templates for tax credit certificate letters and soil conservation plan letters in CAS are currently being updated to reflect this change. As of 12/13/2023, a revised Form ABM from the VA Department of Taxation had not been made available but once received will be added in CAS. A notification email will be sent out to districts when the updates have been made. Questions should be directed to Sara Bottenfield.
- **Agriculture Equipment Tax Credit:** For any producer who makes inquiries about the Agricultural Equipment Credit, Districts provide a blank copy of the Virginia Form AEC, a letter confirming that an approved soil conservation plan is on file at the District, and a blank copy of the certified statement signed by the producer and their nutrient management planner (i.e., not the District) stating that their NMP is being implemented. Note if there is no approved conservation plan, one would have to be developed and Board-approved; depending on when the District is approached by the producer, this may not be possible since these documents must be turned into the Virginia Department of Taxation at least **90 days prior to the producer's state income tax filing deadline. In many cases, this means 90 days before May 1, which is January 31.** Note: There are no changes expected to the Form AEC or the deadlines associated with the Ag Equipment Tax Credit.

**Reminder for DCR Certified Conservation Planners:** Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator asked CDCs to **remind all DCR Certified Conservation Planners to review your certification expiration date using the Conservation Application Suite (CAS) CPC module, check the number of approved contact hours, check for proof of taking the training** and prepare accordingly for renewal. Your CDC does not have access to your CPC or contact hours. (30 approval contact hours are required for renewal) Contact Carl if you have any questions.

**UPCOMING TRAINING AND IMPORTANT DATES:**

- **Jan 4-5:** Soil Science, Soil Fertility and Crop Production School (Zoom) 9:00 am -4:30pm {Required Conservation Planner certification course} \$150 Registration: <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-25-14-15-33-223891-gxy>
- **Jan 9-11:** Agriculture Nutrient Management Plan Writing School 9:00 am -4:30pm, Brightpoint Community College in Midlothian \$150 Registration <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-31-16-22-22-877112-sk8>
- **Jan 10:** VA General Assembly convenes.
- **Jan 11:** VASWCD Legislative Day contact VASWCD for details.
- **Jan 12:** Potomac Council virtual meeting, 9:00 am
- **Jan 12:** Potomac Watershed Roundtable virtual meeting, 10:00 am
- **Jan 25:** VFGC Conference, Fauquier County Fairgrounds, Warrenton VA (4 contact hrs. approved for DCR CPC)
- **Jan 26:** VFGC Conference, Blue Ridge Comm. Coll. Plecker Cntr., Weyers Cave (4 contact hrs. approved for DCR CPC)
- **Jan 31:** Deadline for **PY24 approved structural BMPs to have all required EJAA information entered in Tracking.**
- **Feb 29:** Deadline for **Carryover structural BMPs to have all required EJAA information entered in Tracking.**
- **Mar 9:** Area I Envirothon Training, Bridgewater College
- **Mar 13:** Area I Spring Meeting, Mountain Gateway Community College, Covington, Host Mountain SWCD
- **Apr 17:** Area II Spring Meeting, Grelen Nursery, Somerset, VA, Orange County Hosted by Culpeper SWCD
- **Apr 25:** Area II Envirothon, Northern Fauquier Community Park & Sports Complex, Marshall, VA Co-hosted by John Marshall, and Prince William SWCDs
- **Apr 30:** Area I Envirothon, McCormick Farm, Raphine, VA

**Cooperative Extension  
Corey Childs**

- No written report submitted.

**VA. Department of Forestry**

**Matt Wolanski**

- No written report submitted.

**Chesapeake Bay Foundation  
Matt Kowalski**

- No written report submitted.

**VA. Department of Environmental Quality  
Sara Jordan**

- DEQ has nothing to report this month.

**MISC.**



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

	Jul - Dec 23	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income Designated Receipts</b>			
Comm. Garden/Harv. Fest. Income	200.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
FY 24 VNRCF TA (Base + Add.)	344,123.00		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
<b>Total Income Designated Receipts</b>	353,323.00	568,446.00	62.2%
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
Clarke	9,500.00	9,500.00	100.0%
Frederick	6,325.00	11,500.00	55.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	15,000.00	15,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
<b>Total County/City Contributions</b>	61,825.00	67,000.00	92.3%
DCR Annual Operations	157,905.00	315,810.00	50.0%
EOL Varification Earnings	13,000.00		
Interest Income	44,512.44	12,000.00	370.9%
<b>Other Income</b>			
Donations	400.00	400.00	100.0%
<b>Total Other Income</b>	400.00	400.00	100.0%
<b>Sales/Services</b>			
<b>Geotextile</b>			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
<b>Total Geotextile</b>	-41.48	0.00	100.0%
Geotextile Sales	481.89	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
<b>Total Sales/Services</b>	440.41	0.00	100.0%
<b>Total Undesignated Receipts</b>	278,082.85	395,210.00	70.4%
<b>Total Income</b>	631,405.85	963,656.00	65.5%
<b>Gross Profit</b>	631,405.85	963,656.00	65.5%
<b>Expense</b>			
Awards Banquet	2,508.39	3,000.00	83.6%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
<b>District Regular Expenses</b>			
Board Expenses	2,934.83	15,000.00	19.6%
<b>Dues</b>			
Nat. Assoc. of Cons. Districts	775.00		
VA Assoc. of Cons. Districts	3,592.00		
VACDE	25.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	4,392.00	4,500.00	97.6%
<b>Education&amp;Info/Public Outreach</b>			
Display/Ed Material/Brochures	10.53	500.00	2.1%
Ed Staff Training/Conferences	495.00	300.00	165.0%
<b>Envirothon</b>			
Envirothon Expenditures	0.00	1,000.00	0.0%
Envirothon Grant Expenses	295.52		
<b>Total Envirothon</b>	295.52	1,000.00	29.6%

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

01/08/24

Cash Basis

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
<b>Total Scholarships</b>	<u>0.00</u>	<u>2,000.00</u>	<u>0.0%</u>
<b>Total Education&amp;Info/Public Outreach</b>	801.05	4,800.00	16.7%
Geotextile (Expenses)	0.00	1,000.00	0.0%
Insurance	1,164.00	1,500.00	77.6%
Office Expenses			
IT Services & Support / Web	3,810.00	12,500.00	30.5%
Office Equipment	3,335.42	10,000.00	33.4%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	1,847.76	4,000.00	46.2%
Office Supplies	2,389.95	6,500.00	36.8%
Postage	262.47	1,500.00	17.5%
Telephone/Internet	2,009.07	6,500.00	30.9%
Vacancy Ads	272.00	1,500.00	18.1%
<b>Total Office Expenses</b>	<u>13,926.67</u>	<u>56,500.00</u>	<u>24.6%</u>
Personnel/Staff Expenses			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	153,648.75	653,000.00	23.5%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
<b>Total Personnel/Staff Expenses</b>	<u>153,648.75</u>	<u>655,500.00</u>	<u>23.4%</u>
Staff Boot/Clothing	613.15	2,400.00	25.5%
Staff Mileage/Training	5,192.22	10,000.00	51.9%
Vehicle Gas & Service	2,947.99	5,500.00	53.6%
<b>Total District Regular Expenses</b>	<u>185,620.66</u>	<u>756,700.00</u>	<u>24.5%</u>
<b>Total Expense</b>	<u>188,129.05</u>	<u>766,700.00</u>	<u>24.5%</u>
<b>Net Ordinary Income</b>	<u>443,276.80</u>	<u>196,956.00</u>	<u>225.1%</u>
<b>Net Income</b>	<u><u>443,276.80</u></u>	<u><u>196,956.00</u></u>	<u><u>225.1%</u></u>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

01/08/24  
Cash Basis

As of December 31, 2023

	Dec 31, 23
<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 Funds</b>	
FY 24 VNRCF TA	344,123.00
EOL Varification Earnings	34,918.42
<b>Other Income</b>	
Refunds	775.00
Donations	1,200.00
<b>Total Other Income</b>	<b>1,975.00</b>
FY 23 VNRCF TA	20,555.32
Envirothon Receipts	400.00
Envirothon Grant	1,505.33
RMP Operational Support	1,872.00
Dam Safety	13,921.10
<b>Special Projects</b>	
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	1,918.86
DCR Operating Funds	293,946.99
Interest	45,180.44
Local Gov't Funds	59,611.62
<b>Total Operations Funds</b>	<b>824,240.13</b>
<b>Restricted Funds</b>	
<b>Tracking Program Funds</b>	
<b>CREP</b>	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
<b>WQIA</b>	
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	829,875.09
2023 CB VACS Transfer (22)	428,927.84
2023 CB VACS Transfer (21)	50,060.75
2023 CB VACS	1,907,762.73
2022 CB VACS Transfer (21)	50,924.44
2022 CB VACS Transfer (20)	13,752.00
2022 CB VACS	1,724,114.37
2021 CB VACS	22,887.95
2020 CB VACS	70,886.30
<b>Total WQIA</b>	<b>5,124,238.47</b>
<b>Total Tracking Program Funds</b>	<b>5,124,238.47</b>
<b>Other restricted funds</b>	

**Lord Fairfax Soil and Water Conservation District**  
**Fund Balances**

01/08/24  
Cash Basis

As of December 31, 2023

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	<u>Dec 31, 23</u>
<b>Grants</b>	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
<b>Total Grants</b>	<u>1,358.94</u>
<b>Total Other restricted funds</b>	<u>1,358.94</u>
<b>Total Restricted Funds</b>	5,125,597.41
<b>Unclassified</b>	-61.57
<b>TOTAL</b>	<u><u>7,059,775.97</u></u>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bank, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,608,007.62
<b>Cleared Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Check	11/30/2023	5241	Treasurer, Virginia T...	X	-180.00	-180.00
Check	12/01/2023	5243	Allyson Ponn	X	-654.90	-834.90
Check	12/01/2023	5244	Virginia Business Sy...	X	-369.70	-1,204.60
Check	12/01/2023	5247	Max Real Group, LLC	X	-307.96	-1,512.56
Check	12/01/2023	5245	Purchase Power	X	-208.99	-1,721.55
Check	12/01/2023	5246	Shentel	X	-188.38	-1,909.93
Check	12/01/2023	5249	Sam Shelton	X	-183.40	-2,093.33
Check	12/01/2023	5250	Treasurer of Virginia	X	-150.00	-2,243.33
Check	12/01/2023	5242	Wayne E. Webb	X	-71.40	-2,314.73
Check	12/01/2023	5248	Richard W. Hoover	X	-61.57	-2,376.30
Check	12/14/2023	5254	TeamLogic IT	X	-762.00	-3,138.30
Check	12/14/2023	5253	Sabrina Heltzel	X	-497.96	-3,636.26
Check	12/14/2023	5251	Sarah R. Fleming	X	-58.95	-3,695.21
Check	12/19/2023	5255	Card Services	X	-1,401.23	-5,096.44
Check	12/27/2023	5262	Queen Street Diner	X	-289.80	-5,386.24
Total Checks and Payments					-5,386.24	-5,386.24
<b>Deposits and Credits - 3 items</b>						
Deposit	12/15/2023			X	264,014.00	264,014.00
Deposit	12/27/2023			X	400.00	264,414.00
Deposit	12/31/2023			X	8,246.92	272,660.92
Total Deposits and Credits					272,660.92	272,660.92
Total Cleared Transactions					267,274.68	267,274.68
Cleared Balance					267,274.68	1,875,282.30
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	12/14/2023	5252	Sam Shelton		-43.80	-122.79
Check	12/19/2023	5260	Quill Corporation		-246.33	-369.12
Check	12/19/2023	5258	Pitney Bowes Global...		-165.33	-534.45
Check	12/19/2023	5257	Joan M. Comanor		-95.63	-630.08
Check	12/19/2023	5256	Bernard C. Nagelvoort		-82.53	-712.61
Check	12/19/2023	5261	Quill Corporation		-69.99	-782.60
Check	12/19/2023	5259	Purchase Power		-45.73	-828.33
Total Checks and Payments					-828.33	-828.33
<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					4,195.25	4,195.25
Register Balance as of 12/31/2023					271,469.93	1,879,477.55
<b>Ending Balance</b>					<b>271,469.93</b>	<b>1,879,477.55</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bank, Period Ending 12/31/2023**

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	<b>Dec 31, 23</b>
<b>Beginning Balance</b>	1,608,007.62
<b>Cleared Transactions</b>	
Checks and Payments - 15 items	-5,386.24
Deposits and Credits - 3 items	272,660.92
<b>Total Cleared Transactions</b>	267,274.68
<b>Cleared Balance</b>	<b>1,875,282.30</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 8 items	-828.33
Deposits and Credits - 2 items	5,023.58
<b>Total Uncleared Transactions</b>	4,195.25
<b>Register Balance as of 12/31/2023</b>	<b>1,879,477.55</b>
<b>Ending Balance</b>	1,879,477.55

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,638,969.88
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	10/02/2023	3764	Harry B. Polk, Jr.	X	-4,267.50	-4,267.50
Check	11/16/2023	3769	Carl DeHaven	X	-15,078.68	-19,346.18
Check	11/16/2023	3772	Virginia Resource A...	X	-6,760.93	-26,107.11
Check	11/30/2023	3773	Tyler A. Greatorex	X	-86,248.00	-112,355.11
Check	11/30/2023	3774	Brian Brannon	X	-7,245.55	-119,600.66
Check	12/14/2023	3775	Virginia Resource A...	X	-147,530.80	-267,131.46
Check	12/14/2023	3776	Robert S. Rodden	X	-8,928.00	-276,059.46
Check	12/20/2023	3778	Walnut Lane Dairy	X	-21,650.21	-297,709.67
Total Checks and Payments					-297,709.67	-297,709.67
<b>Deposits and Credits - 3 items</b>						
Deposit	12/15/2023			X	300,000.00	300,000.00
Check	12/27/2023	3781	Jonathan J Fausey	X	0.00	300,000.00
Deposit	12/31/2023			X	26,518.32	326,518.32
Total Deposits and Credits					326,518.32	326,518.32
Total Cleared Transactions					28,808.65	28,808.65
Cleared Balance					28,808.65	5,667,778.53
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	12/19/2023	3777	Virginia Resource A...		-41,296.67	-41,296.67
Check	12/27/2023	3780	Bushong Holdings L...		-280,286.66	-321,583.33
Check	12/27/2023	3783	Virginia Resource A...		-118,656.05	-440,239.38
Check	12/27/2023	3782	Paul J Almeter		-30,542.51	-470,781.89
Check	12/27/2023	3784	Jonathan J Fausey		-15,360.00	-486,141.89
Check	12/27/2023	3779	Short Mountain Orch...		-1,363.66	-487,505.55
Total Checks and Payments					-487,505.55	-487,505.55
<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					-487,480.11	-487,480.11
Register Balance as of 12/31/2023					-458,671.46	5,180,298.42
<b>Ending Balance</b>					<b>-458,671.46</b>	<b>5,180,298.42</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2023**

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	<b>Dec 31, 23</b>
<b>Beginning Balance</b>	5,638,969.88
<b>Cleared Transactions</b>	
Checks and Payments - 8 items	-297,709.67
Deposits and Credits - 3 items	326,518.32
<b>Total Cleared Transactions</b>	28,808.65
<b>Cleared Balance</b>	<b>5,667,778.53</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 items	-487,505.55
Deposits and Credits - 1 item	25.44
<b>Total Uncleared Transactions</b>	-487,480.11
<b>Register Balance as of 12/31/2023</b>	<b>5,180,298.42</b>
<b>Ending Balance</b>	5,180,298.42