

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



We work with the people who work the land.

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## Attachments:

### Treasurer / Finance

- *Monthly Financial Reports* pages 30 - 33

### CTC

- *Minutes and Motions* pages 34 - 39

### Personnel

- Proposed edition to Personnel Policy page 40

### Legislative

- Legislative News pages 41 - 43



We work with the people who work the land.

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

**Meeting Agenda**

**February 13, 2025**

**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) Education & Information,
- c) Personnel
  - o 1/9/2025
  - o 1/21/2025

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

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

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

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

**Staff:**

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

**Committees:**

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

**Local Agency Updates:**

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

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

**NRCS, Natural Resource Conservation - Brent Barriteau**  
**DCR, Conservation District Coordinator - Debbie Cross**  
**VA. Cooperative Extension Representative – Bobby Clark**  
**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\_12/12/2024\_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** \_\_ Sarah Fleming\_12/12/204\_ (re-appoint at election of Officers)
- **FY 24 (2024-25) Annual Report:**  
Date Presented: \_\_ August 14, 2024 \_\_\_\_\_
- **Meeting Minute Training** Date Completed: \_\_\_\_\_ Participant: \_\_\_\_\_

## **OPERATIONS COMMITTEE RESPONSIBILITIES**

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

## **FINANCE COMMITTEE RESPONSIBILITIES**

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

## **PERSONNEL COMMITTEE RESPONSIBILITIES**

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): \_\_ 1/21/2025 \_\_\_\_\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** \_\_ 1/21/2025 \_\_\_\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: \_\_ 1/25/2025 \_\_\_\_\_

## **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  
February 13, 2025  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

Winter weather continues to be a challenge! Some of us enjoyed a sunny but very windy visit to Clermont Farm on January 28 to officially hang the Basin Clean Water Farm 2024 sign. We had photo ops and snacks and enjoyed meeting some of their Board members. We can all celebrate with Ben his certification as a conservation planner – Congrats, Ben! Now we patiently wait the outcome of our budget requests for next fiscal year. Also, I would like to set the expectation that each of our committees meets at least twice a year (and some of them meet far more frequently than that!). At a minimum, committees should be reviewing their accomplishments identified in our Annual Work Plan during the fiscal year and at a separate meeting identify key actions for the next fiscal year. I am asking Sarah to track the meetings and ‘gently remind’ any committee chair that needs to get those meetings scheduled and done.

**Treasurer / Finance Report  
Stephanie Shillingburg**

- Do to updates in online banking our reconciliation reports for February will be included in the March Board packet.
- Budget vs Actual and Fund Balance Reports are included for review and filing.
- **A review was performed by committee members on the SWCD Desktop Procedures for District Fiscal Operations.**
- 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:**

- ALL FY26 Budget/Funding requests to our jurisdictions have been submitted.
- Tax Credit packets have been mailed to participants. These were mailed on January 28, 2025.
- 1099’s; submitted/filed electronically on January 29, 2025, and will be mailed via USPS via 1099tax.com to all recipients.
- Thank you to everyone for being patient while I was away from the office on medical leave. Thanks to fellow staff for help on any items needed during my absence. We truly have a great team!

**Monthly Happenings:**

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

**Trainings/Education/Participation:**

**Office Closings:**

- President’s Day – 2/17/2025

## **Supervising Conservation Specialist Dana Gochenour**

### **Training**

- 1/31- VFGC Winter Conference- Weyers Cave (Cons Planner and NMP CEUs)

### **Promoting BMPs**

- Met with S. Smith to discuss a potential SL-6W on his Frederick Co. farm (unnamed trib to Cedar Creek)
- Scanned file documents to OAG and had a meeting with OAG staff regarding lawsuit
- Meeting with VDH staff to discuss upcoming septic grant and possible LFSWCD involvement
- Virtual attendance to SVCC biannual meeting
- Met with J. Arbogast and L. Garvey to discuss SL-1 sign ups
- Completed Tracking updates, cost estimates, and conservation plans for Arbogast and Garvey SL-1
- Reached out to Amanda Pennington regarding district EJAA increase opportunities
- Communicated with landowners about lifespan and contract requirements for Ables SL-6 (Clarke Co.)
- Met with S. Polk to get final signature and deliver cost share check
- Communication with Phil Davis (DEQ) regarding project nearing payment
- Reviewed and approved J. Gochenour water system design for Ben

### **Staff Relations**

- Personnel committee meeting and misc. personnel tasks
- Ed & Info committee meeting
- Meeting with Shenandoah Co. HR
- Updated IDP
- Participated in Personnel reviews
- Communication with VALOR program director
- Reviewed updates to Personnel committee minutes and personnel policy
- Updated district expense report to reflect mileage for 2025
- Attended Warren Co. BOS Budget Hearing
- Communication with Clarke Co. regarding budget request and hearing date

## **Senior Conservation Specialist Nick Livesay**

### **Training**

- Forage and Grasslands Council @ Weyers Cave – NMP and DCR CCP CEU's

### **Promoting BMPs**

- Sycamore Springs Farm (FR-1: Warren Co.) payment and final signatures
- Atwood (SL-6W: Spring Ponds, Warren Co.) payment and final signatures
- Hideaway Farms (SL-6W: Stoney Creek, Shen. Co.) correspondence re: water system
- Correspondence with PEC regarding potential FR-3, Clarke County
- Correspondence with producer regarding potential WP-3 and WQ-12, Clarke Co.
- Correspondence with producer regarding potential WQ-12, Shenandoah County
- Animal waste sizings with staff
- Correspondence with potential SL-6W (Crooked Run) in Shenandoah County
- Engineering visits to five farms with Amanda Pennington, DCR
- Visit with potential SL-6N/SL-7 (Narrow Passage) in Shenandoah County
- Gochenour (WP-4LL: Shenandoah County) correspondence with Engineers re: gutters
- Sunrise Farm (FR-3: Frederick Co.) visit with Connor (DOF) to plan tree planting

- Visit with potential SL-6W (Falls Run, Shen. Co.) with Sabrina, NRCS, Alliance, and DOF
- Cover Crop checks
- Engineering visits with staff, Jason Wilfong and Tracy Culbertson (DCR)

#### Education/Outreach

- Clermont Basin Award Ceremony

#### Other Relations

- Personnel Review
- Zoom call with OAG, Dana
- Holidays: New Years Day, Martin Luther King Jr. Day
- CTC Meeting
- Board Meeting

### Conservation Specialist Madison Coffey

#### Training:

- VFGC Winter Conference – 1/31/2025

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Followed up with several producers to get Part 3 signatures and deliver checks.
- Follow-up site visit with Ben on 1/10/2025 to finalize project details for a potential Variance SL-6W project in Shenandoah County.
- Animal waste workday with Nick, Ben, and Sabrina on 1/13/2025 to complete risk assessments, sizing, and cost estimates for various producers.
- Engineering visits with Amanda (DCR) for several potential streambank stabilization and animal waste practices.
- Initial site visit with DOF on 1/17/2025 for a tree planting project. Property did not qualify for VACS, so I offered technical assistance.
- Follow-up visit with Ben, Brian (NRCS), and Alex (NRCS) on 1/27/2025 for a potential piggyback WP-4SF project in Shenandoah County.
- Cover Crop checks with Ben on 1/27/2025 in Shenandoah County.
- Engineering site visits with Ben, Nick, Jason (DCR), and Tracy (DCR) to complete as-built inspection for the roof runoff and building for Gochenour (Shen: WP-4LL) and the as-built inspection for Dorman (Shen: WP-2A).

#### Other Activities:

- Board Meeting – 1/9/2025
- DCR Buffer Working Group Meeting – 1/14/2025
- Personnel Reviews – 1/21/2025
- CTC Agenda Prep – 1/28/2025
- Clermont Farm Reception – 1/28/2025
- Assisted with Tax Credit Document Prep and January Board Minutes.

### Conservation Specialist Sabrina Heltzel

#### Training:

- Attended the Virginia Forage and Grassland Council Conference in Warrenton (January 30<sup>th</sup>)

#### Promoting BMPs:

- Initial site visit for potential SL-1 in Frederick County. May work with CBF to implement rotational grazing (January 3<sup>rd</sup>)
- Drafted plan map for potential FR-1 piggyback project in Shenandoah County (January 6<sup>th</sup>)
- Drafted Stickley water system design packet (January 6<sup>th</sup>)

- Initial site visit for potential FR-1 in Frederick County with DOF and Ben (January 8<sup>th</sup>)
- Slate Run Farm office visit to review final paperwork and grazing plan (January 13<sup>th</sup>)
- Follow up visit for Atkinson SL-6W piggyback project with NRCS engineering team and Brian (January 13<sup>th</sup>)
- Submitted Romero Variance packet to the DCR Variance Committee (January 14<sup>th</sup>)
- Engineering site visits with Madison, Nick, and Ben (January 15<sup>th</sup>)
- Drafted cost estimates and sent application docs to potential FR-1 producer (January 15<sup>th</sup>)
- Office meeting with Brent, Brian, Alex, and Ben to discuss piggyback WP-4 projects (January 16<sup>th</sup>)
- Office visit with potential FR-1 producer and Maili to discuss piggyback project (January 21<sup>st</sup>)
- Worked on animal waste building sizing and cost estimates with Madison, Nick, and Ben (January 22<sup>nd</sup>)
- Initial site visit for potential SL-6W and FR-3 piggyback project in Shenandoah County with Nick, Brent, Collin, Kathleen (DOF), and Shannon (Alliance for the Chesapeake Bay) (January 27<sup>th</sup>)
- Teams Meeting with SL-6W producer in Warren County and Maili to discuss project (January 28<sup>th</sup>)
- Prepared potential SL-6N project in Clarke County for approval (January 29<sup>th</sup>)
- Prepared potential FR-1 project in Frederick County for approval (January 29<sup>th</sup>)

**Other Activities:**

- Attended Monthly CTC Meeting (January 2<sup>nd</sup>)
- Attended Monthly Board Meeting (January 9<sup>th</sup>)
- Attended Education & Information Sub-Committee Meeting (January 9<sup>th</sup>)
- Revised IDP and prepared for personnel reviews (January 14<sup>th</sup>)
- Personnel Review (January 21<sup>st</sup>)
- Presented at the VAPSS CPSS Readiness Course about Certification requirements (January 23<sup>rd</sup>)

<p><b>Conservation Specialist</b> <b>Ben Loyd</b></p>
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**Training:**

- Tall Fescue Economics - 1/21/2025
- Virginia Forage and grassland council conference – 1/30/2025
- Conservation Plan Review by DCR – 1/31/2025

**Promoting BMPs:**

- Check drop off and obtained part III signature for SL-7 – Clarke County
- Initial visit with Sabrina for potential FR-3 – Frederick County
- Updated plan map and cost estimate for potential SL-6W – Shenandoah County
- Follow up visit with Madison for potential SL-6W – Shenandoah County
- Animal waste workday with Nick, Sabrina and Madison, sizing, cost estimates and risk assessment
- Mid-construction check with Nick for WP-LL – Shenandoah County
- Engineering visits with DCR engineer for potential animal waste and streambank stabilization projects.
- In office visit with producer for potential WP-4 – Shenandoah County
- In office meeting with NRCS for various different potential piggyback projects
- Water system design for SL-6N – Frederick County
- Variance packet creation for SL-6W – Shenandoah County
- Follow up visit with Madison and NRCS for potential piggyback on WP-4SF – Shenandoah County
- Cover Crop check with Madison
- Engineering visit with Nick and Madison and technical engineers for As-Built for WP-4LL and WP-3 – Shenandoah County
- Resource concerns review for various different projects

**Other Activities:**

- CTC Meeting – 1/2/2025
- Board Meeting – 1/9/2025
- Personal reviews – 1/21/2025
- Clermont Farm sing unveiling reception – 1/28/2025
- No written report submitted.

## **Education & Program Support Specialist**

### **Allyson Ponn**

#### **Education:**

- JR Rangers Camp coordination
- Envirothon coordination
- Ed and Info Committee agenda + minutes
- Scholarship App send out
- YCC application update
- MRGS Research Project meeting (x2)

#### **Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- Cultivate Your Agribusiness contacts
- Clarke Co Budget Request
- Warren County Budget Hearing
- Area 1 Winter Meeting prep
- Area 1 email list update

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

- Cover crop contracts – applications, acre reports, maps
- Cover crop checks (4 days and counting)
- FSA map organization
- Clermont Farm Unveiling + Reception planning
- SVCC Biannual Meeting

#### **VACDE/Training:**

- VACDE Officer meeting + prep
- VACDE meeting with DCR/VASWCD/NRCS meeting prep + scheduling
- Graves CPR training issues
- VA Forage & Grasslands Council Conference @ Blue Ridge CC

#### **Important Dates:**

- February 20<sup>th</sup>: Cultivate Your Agribusiness Conference, Laurel Ridge CC
- April 1<sup>st</sup>: LFSWCD Envirothon @ Seven Bends State Park

## **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 items to report.



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

- Nothing new for the Committee to report. Allyson is moving into her VERY busy season! Stay tuned for Envirothon, Scholarships, YCC camp, Outreach event, newsletters among other activities!

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

- Paul Burkholder made contact with Timmy French's office expressing Va. Soil and Water conservation Districts opposition to allowing green houses to sell invasive plants. More to follow once Kendall provides an overview of legislative actions taken.

**Personnel**  
**Joan Comanor**

- It should come as no surprise, but we have a highly productive, talented staff who are very busy. See the attached minutes from our January 9 meeting and January 21 Midyear Reviews. **See also the proposed addition to our Personnel Policy FOR BOARD APPROVAL.**

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

- No new items to report.

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

- The meeting scheduled for January 16<sup>th</sup> was cancelled. No new items to report.

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

- Not sure when we will meet next. Our County Planner Tyler Hinkle (we have him an award last November) is leaving at the end of February to take a position affiliated with University of Virginia – his departure is a huge loss for the County!

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

- No written report submitted.

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

- No written report submitted.

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

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **Quarterly Disbursement letters** will be sent Feb 13; funds should follow in less than 30 days.

**AG COST SHARE ITEMS:**

- **Follow-up to Random BMP Verifications:** Please continue to work with participants who have BMPs with maintenance needs and remember to update the Verification Module as repairs are completed.
- **Reminder contract signatures:** districts need to review Section 12 (Page 21-22) of the PY25 Cost-Share and TA Policy, which addresses missing signatures on the VACS Contract. This is not a new policy as it went into effect July 1, 2022. Should DCR discover missing signatures on Contract Part I, II, or III it will be documented & reported to DCR-Richmond. This is an OAG driven policy change and consequences for not following the policy require VSWCB action.
  - **Signatures on the VACS Contract - For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any**

practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained.

➤ **BMP QAQC Biweekly Reports:** are generated and emailed to the assigned CDC every other Monday. I will forward to individual SWCDs **only if** there are identified QA issues. Technical staff should promptly address.

➤ **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that many VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the *PY25 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a **current** NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests. Another option is to refer producers to DCR's **Direct Pay Program** that pays private plan writers to provide plans. DCR created a NMP Information Sheet for districts to use. It can be downloaded from DCR's website: <https://www.dcr.virginia.gov/soil-and-water/document/VACS-NutMgmt-FILLABLE-flyer.pdf>

• **New VACS Promotional videos:** DCR's Public Communications & Marketing Outreach staff have worked closely with ag producers and districts across VA to develop several VACS promotional videos. You may see some familiar faces among the videos. The new **VACS promotional videos** are posted on DCR's YouTube channel and will be promoted on DCR's social media platforms. DCR sent links to the SWCD listserv via the Marketing Minute eNewsletter, which included instructions on how to use the videos and what to post on social media channels and websites. DCR is exploring the possibility of creating additional videos this spring promoting the VACS program and additional BMPs not yet featured as well as any related SWC program awareness needs that have been identified. The VACS program YouTube playlist can be found [here](#).

Links to the new videos below:

- [Virginia Agricultural Cost-Share Program \(30-second\)](#) (video)
- [Virginia Agricultural Cost-Share Program \(60-second\)](#) (video)
- [Best Management Practices at Massie and Sons Farm](#) (video)
- [Rotational grazing at A-Plus Farms](#) (video)
- [Working with your Soil and Water Conservation District: Old Tavern Farm](#) (video)

#### Grant Agreement Reminders:

- **Plan, coordinate and deliver an Ag Outreach Event that meets the following criteria:**
  - a) Market event through at least 3 venues, 1 to be directed to small farmers or socially disadvantaged producers.
  - b) Include at event SWCD history, mission, introduction of directors & staff and offered programs.
  - c) Must include a discussion panel featuring ag producers who have participated in the VACS program.
  - d) Notify and invite all agency partners, including the VSU-Small Farm Outreach Program, to participate.
- Annual Plan of Work Review: **at least once during the FY by the Board & recorded in board minutes.**
- **4Year Long-Range/Strategic Plan Review:** at least once during the FY by the Board & recorded in board meeting minutes. Plan accordingly. LRP/SP expiration dates as I know them follow: Culpeper 12/31/26; John Marshall 6/30/26; Lord Fairfax 6/30/26; Loudoun 12/31/26; **Northern Virginia 6/30/25; Thomas Jefferson 6/30/25.** This means that a new Long-Range/Strategic Plan must be developed and board approved prior to the expiration date.
- **Desktop Procedures for District Fiscal Operations** must be reviewed annually by the District Board, or their Finance Committee and documented in board meeting minutes.
- **Signed Board Meeting Minutes:** Per the *FY25 Administrative and Operational Grant Agreement, Deliverable #7, DCR-DSWC Conservation District Coordinators are required to maintain copies of the approved, signed meeting minutes* (regular, special-called, and committee). Please continue to **email me approved signed minutes each month**, as they become available or include them in the following month's board meeting packet.

#### Upcoming Dates to Remember:

Feb 4: **Virginia General Assembly Crossover**

Feb 13: **USDA Fence Standard & Specification Training, 9:30- 2:30** VSU Farm Pavilion, JB Daniel, To register: [https://docs.google.com/forms/d/e/1FAIpQLSeoluGaz7t3C4aaChTjPFNz6nfiGs\\_tt8aL-FxsaEbXphmuJQ/viewform?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLSeoluGaz7t3C4aaChTjPFNz6nfiGs_tt8aL-FxsaEbXphmuJQ/viewform?usp=dialog)

Feb 19: VASWCD sponsored **HR Life Cycle Training cont. - Next Level Teams 9:30-Noon**

Registration Link: <https://us02web.zoom.us/meeting/register/tZAsceGqpj4tGtM8DRXa58k83Rt9pfB9tO2>

Feb 22: **Virginia General Assembly adjourns**  
 Feb 28: VACS Program **9:00 am Zoom training** (required for CPC)  
 Mar 25: **Area I Spring Meeting, Buchanan, more details forthcoming**  
 April 2-3 Conservation Selling Skills, **Central VA Comm College, Lynchburg** (required for CPC)  
 Apr 3: **Area II Spring Meeting, The Inn at Vint Hill, details forthcoming from host John Marshall SWCD**  
 Apr 26: **Area II Envirothon, Banshee Reeks Park, Leesburg, VA Loudoun & Northern VA SWCDs hosting**  
 Apr 29: **Area I Envirothon, McCormick Farm, Raphine**

DCR Conservation Planner Certification Courses Announced: **Training dates have been announced for CY 2025 for anyone working towards the DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC**

Conservation Planning and Training Coordinator at [carl.thiel-goin@dcr.virginia.gov](mailto:carl.thiel-goin@dcr.virginia.gov)

- **Virginia Agriculture BMP and Cost-Share Program: 02/28/25, 9:00 AM, Via ZOOM**  
<https://vcu.zoom.us/j/82484146526?pwd=1D8T7BJ2q9Y88stEJC10xqx4BFptUh.1> Password: 64wBYgqANB Join by phone: +1 301 715 8592 or +1 305 224 1968 Meeting ID: 824 8414 6526
- **RUSLE 2 Part C: April**, (For those who completed Parts A & B in '24) **Details & info to come**
- Conservation Selling Skills: 04/02-04/03/25, **Central VA Community College, Lynchburg, VA**
- Stream ID Course: 05/21/25, **8:00 AM – 4:30 PM, Charlottesville, VA**
- Nutrient Management Training Schools: **Summer 2025**
- VA Resource Training: 10/15-10/16/25, **Online**
- RUSLE 2 Part A, B, C: **Fall 2025**
- DCR Conservation Planner Course: **October 21-23, In person, Buckingham County**

*CDC Report sent to districts 2/3/2025.*

**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**

- **Crooked Run, Stony Creek and Pughs Run Community Engagement Meeting #3:** DEQ will hold the third and final community engagement meeting for the Crooked Run, Stony Creek and Pughs Run TMDL on **February 4, 2025, at 3:30 pm at the Shenandoah County Public Library** (514 Stony Creek Blvd, Edinburg). During the meeting, we will discuss revised sediment allocation scenarios for the watersheds along with plans for the final public meeting. In the event of inclement weather, the meeting will be held on February 5th at the same time and place.
- Each DEQ regional office is hiring two to three paid interns. This structured internship will run from June until August. More details and information can be found on the DEQ website below. Applications are accepted from current college sophomores and juniors until February 11, 2025.  
<https://www.deq.virginia.gov/get-involved/about-us/jobs#Summer%202025%20Internship%20Program>
- Virginia’s 2026 305(b)/303(d) Water Quality Assessment Integrated Report data submission deadline is March 3, 2025. DEQ accepts water quality data to be reviewed and evaluated for assessment purposes on a continual basis. However, to be used for the 2026 Integrated Report, all data must be submitted by March 3, 2025. Learn more and submit data at <https://townhall.virginia.gov/l/ViewNotice.cfm?GNID=3028>  
 Contact Reid Downer at [citizenwater@deq.virginia.gov](mailto:citizenwater@deq.virginia.gov) or 804-217-4777 for more information.

- DEQ-VRO Ag Program Update:
  - Due to the detection of HPAI in an Accomack County flock, DEQ inspectors are performing off-site record reviews for all poultry farms.
  - DEQ-VRO continues to focus on poultry litter reporting and education for the requirement that has a reporting deadline of September 15 each year for poultry litter brokers, poultry permittees, and the end-users of poultry litter.
  - There is outreach being done within the ag community about water withdrawal reporting for crop irrigation and larger groundwater users.
- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of January 27, 2025, is found below. For more information, contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, [philip.davis@deq.virginia.gov](mailto:philip.davis@deq.virginia.gov).

#### AgBMP Loan Program Dashboard 01/27/2025

Application Status	Total Number	Total Value	Average	Median
Application Pending	2	\$ 384,726.25	\$ 192,363.13	\$ 192,363.13
Conditionally Authorized	71	\$ 17,683,451.03	\$ 249,062.69	\$ 220,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	68	\$ 10,061,950.04	\$ 147,969.85	\$ 101,248.63
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	4	\$ 1,177,000.00	\$ 294,250.00	\$ 304,000.00
Credit Not Approved	11	\$ 1,681,181.53	\$ 152,834.68	\$ 87,377.02
Loan Closed	70	\$ 13,311,931.77	\$ 190,170.45	\$ 137,892.28
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	115	\$ 19,147,016.19	\$ 166,495.79	\$ 111,043.00
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	23	\$ 2,617,632.79	\$ 113,810.12	\$ 57,534.00
Equipment Purchase Complete	22	\$ 1,639,630.00	\$ 74,528.64	\$ 39,249.50
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	17	\$ 1,268,932.43		
<b>Total Applications</b>	<b>444</b>			
<b>Total Active Projects</b>	<b>150</b>			
<b>Beginning Fund Balance</b>		<b>\$ 18,659,552.00</b>		
<b>Additional Funds Authorized by DEQ</b>		<b>\$ 10,000,000.00</b>		
<b>Total Projects and Loan Funds Obligated</b>		<b>\$ 52,293,194.52</b>		
<b>Total PF Granted</b>		<b>\$ 1,562,966.52</b>		
<b>Total Repayments</b>		<b>\$ 18,219,936.30</b>		

Regional Office	Project Count
BRRO	97
PRO	36
NRO	47
SWRO	45
TRO	11
VRO	200
	<b>436</b>

Regional Office	Under Construction
BRRO	17
PRO	10
NRO	6
SWRO	8
TRO	0
VRO	30
	<b>71</b>

Regional Office	Under Construction
BRRO	2
PRO	0
NRO	0
SWRO	1
TRO	0
VRO	0
	<b>3</b>

Regional Office	Under Construction
BRRO	5
PRO	5
NRO	0
SWRO	10
TRO	0
VRO	0
	<b>20</b>

Regional Office	Under Construction
BRRO	4
PRO	2
NRO	4
SWRO	0
TRO	0
VRO	4
	<b>14</b>

Regional Office	Under Construction
BRRO	4
PRO	2
NRO	4
SWRO	0
TRO	0
VRO	4
	<b>14</b>

Regional Office	Under Construction
BRRO	7
PRO	1
NRO	2
SWRO	2
TRO	4
VRO	6
	<b>22</b>

\*\*Please note "PF" in the above tables = Principle Forgiveness

**MISC.**



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**MINUTES**

The January 9, 2025, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

**LFSWCD Directors**

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

**Associate Directors**

- Stephanie Shillingburg
- Ed Pendleton

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

- Debbie Cross, CDC, DCR
- Tad Williams, CDC, DCR

**LFSWCD Staff Members**

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

**Absent Directors or Staff:**

- Emma Bricker
- Mark Huddleston
- Reid Hoak
- Robert Clark
- Ira Richards
- Jason Bushong
- Sarah Fleming

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***LFSWCD Board Chair Joan Comanor called the meeting to order at 10:00 am.***

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**MOTION:** Board approval of the December 12, 2024, Board of Director meeting minutes. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

**Chairwoman’s Report: Joan Comanor**

- Chair report was reviewed.
- Discussion on admin duties being filled in by the staff.
- Debbie introduced guest Tad Williams. He is a new CDC covering the southern part of the Valley.

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.

**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. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

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

- Sarah was absent on medical leave.
  - Minutes were taken by Madison Coffey and Allyson Ponn.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.
- Thanked staff for their hard work getting projects paid out before the end of the year.

**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Recently returned from leave. He gave an update on end of year activities.

**Conservation Specialist, Madison Coffey:**

- Reviewed her written report.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.
- Updated the board on scheduled dates with the DCR Engineering team.



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**Conservation Specialist, Ben Loyd**

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

**Conservation Technical Assistant, Sam Shelton**

- Reviewed written report.
- Update on the VDH process for rainwater harvesting projects including having them registered and installed by certified professionals.

Board discussion about current legal proceeding. Dana provided background information and there was discussion about payments and bills. There is a meeting scheduled for that afternoon with the Office of the Attorney General. OAG will be the lead.

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

- Reviewed written report.
- Updated the Board on the upcoming reception at Clermont and reviewed details from Annual Meeting.
- Discussion on the challenges of verifying cover crop with the winter weather. She has plans to do verification checks next week if there is enough snow melt.

**Committee Updates:**

**Conservation Technical - Mary Gessner**

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

Motion to recommend that the board approve both instances in contract 13-25-0032 and associated NRCS Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0032	643184	Shenandoah	Small Grain an	SL-8B	High	110	8.06	Y	\$ 20,319.30
NRCS	13-25-0032	645395	Shenandoah	Animal Waste C	WP-4LC	High	103	17.57	Y	\$ 416,767.80

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

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

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0002	590069	Shenandoah	Harvestable Co	SL-8H	High	97	35.41	N	\$ 1,140.00
N/A	13-25-0090	647673	Shenandoah	Harvestable Co	SL-8H	High	94	36.76	N	\$ 800.00
N/A	13-25-0031	643183	Shenandoah	Harvestable Co	SL-8H	High	94	37.47	N	\$ 2,078.00
N/A	13-25-0091	647676	Shenandoah	Harvestable Co	SL-8H	High	92	30.89	N	\$ 3,151.80
N/A	13-25-0089	647672	Clarke	Harvestable Co	SL-8H	Low	70	53.32	N	\$ 180.00

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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





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

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0002	590089	Shenandoah   Small Grain an	SL-8B	High	94	8.59	Y	\$ 25,719.40
N/A	13-25-0091	647675	Shenandoah   Small Grain an	SL-8B	High	91	10.58	Y	\$ 5,901.30
N/A	13-25-0089	647670	Clarke   Small Grain an	SL-8B	Low	81	41.35	Y	\$ 770.00

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows\*** Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve contract 13-25-0037 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0032	13-25-0037	643564	Shenandoah   Long Term Veg	SL-1	High	95	24.22	N	\$ 4,708.00

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve contract 13-25-0092 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0031	13-25-0092	647784	Shenandoah   Permanent veed	SL-11	High	79	9.90	Y	\$ 3,795.00

**Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



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Motion to recommend that the board approve contract 13-25-0079.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0079	648083	Shenandoah   Manure Injctio	NM-6	High	76	29.62	N	\$ 7,882.65

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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

Motion to recommend that the board approve both instances in contract 13-25-0080 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0033	13-25-0080	647954	Shenandoah   Long Term Veg	SL-1	High	76	27.28	N	\$ 9,964.80
CP-13-25-0033	13-25-0080	647945	Shenandoah   Long Term Veg	SL-1	High	76	31.86	N	\$ 14,620.00

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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

Motion to recommend that the board approve both SL-1 instances in contract 13-25-0075 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-24-0017	13-25-0075	647594	Frederick   Long Term Veg	SL-1	Medium	109	28.38	N	\$ 8,160.00
CP-13-24-0017	13-25-0075	647595	Frederick   Long Term Veg	SL-1	Medium	87	34.19	N	\$ 17,280.00

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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



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Motion to recommend that the board approve the SL-6W instance in contract 13-25-0075.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-24-0017	13-25-0075	647656	Frederick Stream Exclud	SL-6W	Low	115	16.30	Y	\$ 137,326.32

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve both instances in contract 13-25-0017 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0023	13-25-0017	647591	Frederick Stream Exclud	SL-6N	Low	90	17.53	Y	\$ 6,854.10
CP-13-25-0023	13-25-0017	647588	Frederick Stream Exclud	SL-6N	Low	89	14.87	Y	\$ 32,157.12

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to approve cost share increase for contract 13-25-0047 instance 646460 SL-8H for \$1,250.

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



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**Motion to approve cost share increases for both instances of 13-25-0066 (646789 SL-8H for \$897.80; 646786 SL-8B for \$1,598.80).**

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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

**Motion to ratify actions taken through delegated authority including equipment tax credits, BMP tax credits, and cost share increases listed below.**

**Equipment Tax Credit:**  
 - Terry Folts

**BMP Tax Credits:**

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-24-0029	13-24-0058	584623	Clarke/Extension of a watering system	SL-7	\$ 1,890.41
CP-13-25-0027	13-25-0035	646648	Shen./Conversion of Crop to Hay	SL-1	\$ 161.41
NRCS	13-23-0012	509949	Fred./Stream Exclusion	SL-6W	\$ 999.28
NRCS	13-23-0012	509950	Fred./Extension of a watering system	SL-7	\$ 471.97
CP-13-20-0005	13-24-0035	581144	Shen./Conversion of Crop to Hay	SL-1	\$ 328.88
CP-13-24-0001	13-24-0021	576990	Warren/Stream Exclusion with Grazing Mgmt	SL-6W	\$ 14,295.86
CP-13-24-0010	13-24-0023	579727	Shen./Animal Waste Facility	WP-4	\$ 21,056.01
Manual CP	13-22-0015	458897	Shen./ Dairy Loafing Lot	WP-4B	\$ 6,886.52
Manual CP	13-24-0018	574154	Warren/Afforestation of Pastureland	FR-1	\$ 884.18

**2025 CB VACS Cost Share**

CP-13-25-0027	13-25-0035	646648	Shenandoah	Conversion of Crop to Hay	SL-1	High	\$ 823.91
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**2024 CB VACS Cost Share**

13-24-0035	581144	Shen./Conversion of Crop to Hay	SL-1	\$ 899.66
13-24-0018	574154	Shen./Afforestation of Pastureland	FR-1	\$ 2,034.90

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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



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Nick provided an update on current cost share allocation. Currently at \$3.919 M or 50.5%.

Sabrina provided a Board update about project payout. Project was previously internally transferred for an LLC, but staff recommends board action to recognize the transfer. Dana provided additional background information.

**Motion to ratify the change reflected in transfer of responsibility agreement for SL-6W contract 13-24-0021 from Slate Run Farm LLC – Christi Heflin to Slate Run Farm LLC – Steven Waller.**

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

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

- Jim provided an update on the engineering services for dams within the districts Contract was approved to Schnabel Engineering. AS a participating district, they have asked us to take board action to approve contract for services.

**Motion to approve the contract for engineering services between the Shenandoah Valley SWCD and Schnabel Engineering, LLC Motion made by James Fagan, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

Minutes will need to be provided showing the approval.

**Education & Information – Joan Comanor**

- The committee will meet immediately following the Board of Directors meeting. Request for feedback on the Annual Awards Luncheon.

**Legislative – Paul Burkholder**

- Paul provided update on canceled legislative day due to Richmond water issue. Local visits were scheduled prior to this date.

**Personnel – Joan Comanor**

- The committee met prior to the board meeting to discuss proposed updates to the personnel policy. Mid-year reviews are scheduled for January 21<sup>st</sup>. Staff will update their IDPs and provide summary of accomplishments and any suggestions for policy updates.
- Board will go into closed session to discuss a specific personnel performance issue.

**Operations – Justin Mackay-Smith**

- Justin provided an update on the purchase of a 2023 Nissan Armada on behalf of the district. The Jeep was traded in. Funds for this purchase were approved in the 2025 budget.



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**Motion to ratify the purchase of the 2023 Nissan Armada and trade in of the Jeep. Motion made by Justin-Mackay-Smith, seconded by Mery Gessner. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

**Local Agency Updates:**

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

- Nothing to report at this time.

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

- The committee will be meeting this evening. They will be discussing approval for ordinance changes regarding septic systems in floodplains.
- Joan commented that Josh Stephens is the new BOS chair.

**Shenandoah Pure Water Forum – Jack Owens**

- The committee is working on scheduling their first quarter meeting either at the end of January or beginning of February.

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

- Nothing to report at this time.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- In Brent’s absence, he emailed a report that was shared at the meeting. Madison provided an update about the highlighted practice of streambank stabilization. This project was a partnership between LFSWCD, NRCS, Trout Unlimited, and Alliance for the Shenandoah Valley. Before and after pictures were shared with the board.

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

- Debbie reviewed key items in her written report.
  - Reminded the board that quarterly reports are due on January 15<sup>th</sup>.
  - Milage rate changed \$0.70/mile and needs board action.

**Motion to approve new milage rate at \$0.70 per mile. Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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



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- Updated the board on the new VA procurement act process approved for this year. There will be a training on February 3<sup>rd</sup> for board members and staff. This process does not affect VACS contracts, but impacts board purchases. E-VA is needed for procurement and for contracts or bidding.
- Reminded the staff about signatures on all parts of the contracts.
- Reminded the board about grant agreement requirements: reviewing the Strategic Plan and Annual Plan of Work, annual outreach event, and desktop procedure review are all still pending completion.
- Area 1 Spring Meeting will be on March 25<sup>th</sup> at Willow Warehouse in Buchannon, VA.

**Virginia Cooperative Extension: Robert Clark**

- 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:**

**Motion to enter Closed Meeting: I move for LFSWCD directors, associate directors and personnel committee members to go into closed meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to discuss personnel related issues. Motion made by Joan Comanor, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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

**\*Directors entered Closed Meeting.**

**\*Public body reconvened.**

**Motion: Pursuant to the Code of Virginia § 2.2-3712(D), I move to certify that, to the best of each member’s knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Lord Fairfax Soil and Water Conservation District during the Closed Meeting. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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



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Personnel committee was ratified in closed session to take staff personnel action.

**Adjournment:**

**MOTION:** to Adjourn. Motion made by Jack Owens, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

The meeting adjourned at approximately 11:53am.

Respectfully submitted,  
*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

DRAFT



## LFSWCD ED & INFO COMMITTEE MEETING MINUTES

January 9, 2025

Committee members present: J. Comanor, M. Gessner, S. Heltzel, D. Gochenour, A. Ponn, and K. Gaither.

The meeting was called to order at 12pm at the Strasburg Community Center.

1. The committee discussed the Annual Awards Luncheon hosted in November 2024. The only feedback received from the board and staff were positive remarks about the facility, catering and location. Joan commented on how well attended the luncheon was, noting that many of the producers were in attendance to receive their award. Allyson mentioned updating the invitation letters to reflect that producers were nominated and receiving an award. Joan requested that the legislative invitations be addressed to the Board Chair or representative. Sabrina mentioned how well the decorations held up from the purchases last year. Allyson echoed that not many new purchases were needed.

The committee discussed the 2025 Annual Luncheon and possible meeting locations within the City of Winchester. Allyson and Kermit will work to find locations. The committee discussed how costs might increase due to the location.

2. Allyson provided Envirothon updates to the committee. The 2025 competition is scheduled for April 1<sup>st</sup>, 2025 @ Seven Bends State Park, with a backup location of Strasburg Park in case the park is inaccessible due to river levels. The committee reviewed the Special Topic and oral presentation problem. Allyson informed the committee of upcoming training opportunities for students and coaches.
3. The committee discussed the possibility of hiring an intern. Allyson informed the committee that a previous scholarship winner reached out and was interested in interning with LFSWCD. Allyson recommended once a week, for 8 hours a day, for 12 weeks. The committee is open to more hours/days, if able. Allyson will try to research what an internship would look like for the district and how it would be reflected in our budget.
4. Allyson informed the committee that the 2025 VASWCD Scholarship was recently posted. She has updated the letter and application for LFSWCD and plans to send it out this week.

Joan asked if the Youth Conservation Camp application had been shared yet. Allyson agreed to check and provide updates when available.

5. The committee discussed the Grant Deliverable Ag Outreach Event. The committee reflected on last year's Farmer Breakfast and noted that it went well but would need a bigger location if we decided to host it again.

Dana asked if it would be possible to be listed as a "host" for the upcoming Agribusiness conference that LFSWCD has helped plan. Allyson wasn't sure if it was possible but will check with the other conference planners.

Sabrina mentioned trying to host the breakfast prior to the conference, if possible. Allyson said she would ask.

6. Allyson informed the committee that all county budget requests were complete, except for Clarke County which wasn't due until the end of January. The staff will work with Board members to prepare for budget hearings.
7. The committee discussed how the district completes outreach to farmers. The committee referenced the marketing plan created in accordance with the CTC. The committee discussed the land use mail outs that have been completed in years prior, and how any new buyers would not be reflected in that. Allyson plans to reach out to each county GIS coordinator to request lists of landowners that we could direct contact if needed.
8. Kermit shared the dates for Juneteenth celebrations within our service area. Clarke County is Saturday, June 14<sup>th</sup> and Frederick County/City of Winchester is Sunday, June 15<sup>th</sup>.
9. Allyson informed the committee that new VCAP flyers were available after LFSWCD had requested them for fall events. Allyson will post them to the LFSWCD website.

There being no further business, the committee adjourned at 12:47 pm.

Respectfully submitted,  
Allyson Ponn, Education and Program Support Specialist  
Joan Comanor, Committee Chair

**LFSWCD PERSONNEL COMMITTEE MEETING Minutes  
January 9, 2025 (prior to Board meeting)**

The Personnel Committee convened at 8:30 am.

**Members Present:** Joan Comanor, Mary Gessner, Stephanie Shillingburg, Mark Huddleston (by phone), Dana Gochenour

- 1. Work Schedule Adjustment request:** An employee asked if we would consider reducing their work schedule to 27 hours per week with continued benefits for personal reasons. After some discussion, the Committee agreed that we could not approve this request because of the District workload. We need all current positions to remain full-time and our Personnel Policy requires full-time employment to be eligible for offered benefits.
  
- 2. Potential policy re pay adjustments due to completion of employment contract terms; mandatory training; time in grade, etc:** Joan suggested that we need a stated policy regarding promotion/pay adjustments for completion of requirements for advancement. After general discussion, the Committee agreed that employees would be eligible for automatic adjustment to the next level in their position (ie, from Conservation Specialist I to II, etc) at the time criteria are met, unless there is a performance issue. All other adjustments for merit and/or cost of living will be made at the beginning of each new program year (July 1) as funding permits. Joan will prepare suggested insert in the Personnel Policy for Board approval.
  
- 3. Potential policy re District Organization – number of technical specialists in each pay band category, etc:** Joan pointed out that our organization had grown ‘organically’ and we had never established a target organization (e.g., identifying the number of desired positions in each of our pay band categories, etc). And further, we may all have different, unspoken expectations about timing of pay adjustments when an employee is eligible to advance in their position’s career ladder. She recommended that we should clearly state there is no target or maximum number of staff at any level within the Conservation Specialist track from Conservation Specialist I through Senior Conservation Specialist depending on funding and workload.
  
- 4. PIP Progress:** The Committee was informed that the employee had not made satisfactory progress in performance improvement. As a result, the Committee will recommend to the full Board that the person be dismissed from LFSWCD.
  
- 5. Reminder:** Mid-Year Performance staff reviews scheduled January 21.

There being no further business, the Committee adjourned at 9:45 am.

Joan Comanor, Committee chairwoman

**PERSONNEL COMMITTEE  
DRAFT MID-YEAR PERFORMANCE REVIEWS SUMMARY  
JANUARY 21, 2025**

**Members Present: Joan Comanor, Mary Gessner, Stephanie Shillingburg, Dana Gochenour**

**The Committee met in the NRCS Conference room beginning at 9 am.**

**Joan agreed to draft a few additions previously discussed on January 9 to the Personnel Policy for Board consideration at the February meeting.**

**We then proceeded with midyear staff performance discussions with each of the employees except Sarah Fleming; we will meet with Sarah in February. Each staff provided us with their updated training plans and ongoing workload. All of the staff are taking appropriate actions to maintain or add to their certifications; Ben Loyd should receive his conservation planner certification within the next few weeks and Sabrina should be eligible for Cons Spec III in April. As a result of the review of certifications, including engineering job approval authorities, we requested Dana to convene the technical staff and identify additional certifications/EJAA that would be helpful for our operations and suggest what each staff should pursue so that we have a suite of expertise spread among the staff. Allyson suggested a job title change for her position and we asked her to adjust the job specifications and pay band descriptions as well for final review and approval by the Committee. Nick will do some cross-training with a focus on Finance Committee's work. We discussed additional leadership training that may be appropriate for Nick and Dana and requested more information about some options. Staff reported satisfaction with their jobs and the working environment of the District.**

**We briefly considered the District's committees and staff assigned for support and the workload implications. We recognized that some committees meet frequently but agreed that all committees should meet at least twice a year.**

**The Personnel Committee adjourned at 3:30 pm.**

**Respectfully submitted,**

**Joan M Comanor, Committee chair**

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

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

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income Designated Receipts</b>			
Comm. Garden/Harv. Fest. Income	650.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
FY 25 VNRCF TA (Base+Add)	398,682.24	504,464.50	79.0%
<b>Total Income Designated Receipts</b>	<u>408,332.24</u>	<u>513,464.50</u>	<u>79.5%</u>
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
Clarke	10,450.00	10,450.00	100.0%
Frederick	6,641.50	13,283.00	50.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
<b>Total County/City Contributions</b>	<u>62,091.50</u>	<u>68,733.00</u>	<u>90.3%</u>
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	7,500.00		
Interest Income	52,534.71	12,000.00	437.8%
<b>Other Income</b>			
Donations	400.00	400.00	100.0%
Refunds	650.00		
<b>Total Other Income</b>	<u>1,050.00</u>	<u>400.00</u>	<u>262.5%</u>
<b>VCAP</b>			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
<b>Total VCAP</b>	<u>8,145.24</u>		
<b>Total Undesignated Receipts</b>	<u>337,912.95</u>	<u>494,316.00</u>	<u>68.4%</u>
<b>Total Income</b>	<u>746,245.19</u>	<u>1,007,780.50</u>	<u>74.0%</u>
<b>Gross Profit</b>	<u>746,245.19</u>	<u>1,007,780.50</u>	<u>74.0%</u>
<b>Expense</b>			
Awards Banquet	2,732.20	3,000.00	91.1%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	598.00	6,000.00	10.0%
<b>District Regular Expenses</b>			
Board Expenses	7,357.78	15,000.00	49.1%
<b>Dues</b>			
Nat. Assoc. of Cons. Districts	775.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	<u>4,367.00</u>	<u>4,500.00</u>	<u>97.0%</u>
<b>Ed &amp; Info / Public Outreach</b>			
Display/Ed Material/Brochures	372.09	500.00	74.4%
Ed Staff Training/Conferences	130.00	300.00	43.3%
<b>Envirothon</b>			
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
<b>Total Envirothon</b>	<u>319.05</u>	<u>1,000.00</u>	<u>31.9%</u>
Outreach Event(s)	0.00	1,000.00	0.0%
<b>Total Ed &amp; Info / Public Outreach</b>	<u>821.14</u>	<u>2,800.00</u>	<u>29.3%</u>
<b>Insurance</b>	257.00	1,750.00	14.7%
<b>Office Expenses</b>			
IT Services & Support / Web	3,862.45	12,500.00	30.9%

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

02/10/25

July 2024 through January 2025

Cash Basis

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>% of Budget</u>
Office Equipment	4,510.07	10,000.00	45.1%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,264.00	5,000.00	65.3%
Office Supplies	2,470.87	5,500.00	44.9%
Postage	477.83	750.00	63.7%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	2,956.41	6,500.00	45.5%
Vacancy Ads	0.00	0.00	0.0%
<b>Total Office Expenses</b>	<b>17,778.31</b>	<b>54,250.00</b>	<b>32.8%</b>
<b>Personnel/Staff Expenses</b>			
Contractor Expenses	0.00	0.00	0.0%
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	3,267.33	10,000.00	32.7%
Staff Salaries & Benefits	345,565.81	718,500.00	48.1%
<b>Total Personnel/Staff Expenses</b>	<b>348,833.14</b>	<b>730,900.00</b>	<b>47.7%</b>
<b>Vehicle Gas &amp; Service</b>	<b>3,928.35</b>	<b>6,000.00</b>	<b>65.5%</b>
<b>Total District Regular Expenses</b>	<b>383,342.72</b>	<b>815,200.00</b>	<b>47.0%</b>
<b>VCAP Expenditures</b>			
VCAP Cost Share disbursements	4,545.24		
<b>Total VCAP Expenditures</b>	<b>4,545.24</b>		
<b>Total Expense</b>	<b>391,218.16</b>	<b>825,200.00</b>	<b>47.4%</b>
<b>Net Ordinary Income</b>	<b>355,027.03</b>	<b>182,580.50</b>	<b>194.4%</b>
<b>Net Income</b>	<b>355,027.03</b>	<b>182,580.50</b>	<b>194.4%</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

As of January 31, 2025

02/10/25

Cash Basis

	Jan 31, 25
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	45,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	130,000.00
Tech Staff Salary Res. (State)	850,000.00
Dam Safety Reserve	70,000.00
Admin. Secretary Salary Reserve	130,000.00
Education Salary Reserve	130,000.00
Vehicle Reserve (State)	38,577.90
<b>Total Dedicated Reserves</b>	<b>1,523,577.90</b>
<b>Operations</b>	
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,425.00
Donations	1,600.00
<b>Total Other Income</b>	<b>3,025.00</b>
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	12,823.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,728.19
<b>Total Community Garden/Harvest Fest.</b>	<b>4,962.05</b>
<b>Total Special Projects</b>	<b>4,962.05</b>
Sales/Services	2,063.70
DCR Operating Funds	366,418.06
Interest	67,497.02
Local Gov't Funds	76,026.39
<b>Total Operations</b>	<b>579,109.89</b>
<b>Restricted Funds</b>	
VNRCF TA	
FY 25 VNRCF TA	180,003.25
<b>Total VNRCF TA</b>	<b>180,003.25</b>
VCAP TA	3,600.00
<b>Cost Share Funds</b>	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
<b>WQIA</b>	
2025 CB VACS	1,783,751.14
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	3,152,751.56
2023 CB VACS Transfer (22)	209,605.18
2023 CB VACS	1,516,980.27
2022 CB VACS	831,934.72
<b>Total WQIA</b>	<b>7,499,265.01</b>
<b>Total Cost Share Funds</b>	<b>7,499,265.01</b>
<b>Other restricted funds</b>	
Grants	



Lord Fairfax Soil and Water Conservation District

**Fund Balances**

As of January 31, 2025

02/10/25

Cash Basis

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	Jan 31, 25
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
<b>Total Grants</b>	<b>1,358.94</b>
<b>Total Other restricted funds</b>	<b>1,358.94</b>
<b>Total Restricted Funds</b>	<b>7,684,227.20</b>
<b>TOTAL</b>	<b>9,786,914.99</b>

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2.6.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

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

Adjourn: 11:10 AM Motion by: JM

Fund Source:	Total funds available after 1/9/2025 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 1/28/25	Obligated - Paid as of 1/28/2025	Obligated as of 1/28/2025	Total Allocation from DCR
2025 CB VACS	\$ 4,415,248.71	\$ 31,470.25		\$ 4,446,718.96	\$ 766,503.31	\$ 3,680,215.65	\$ 7,809,798.16	\$ 3,425,480.30	\$ 3,554,894.18	\$ 7,760,995.00
<b>Total Obligated for 2025 CB VACS</b>								<b>\$ 3,554,894.18</b>		
<b>Percent Obligated for 2025 CB VACS</b>								<b>45.80%</b>		

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

Discussion: Cancellations/Underbudgets, Tax Credits, New Project Approvals, NRCS piggyback project discussion and updates

**Cancellations/Underbudgets**

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

**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
					<b>Total Tax Credits presented for approval:</b>	<b>\$ -</b>					
					<b>Total Tax Credits Approved:</b>	<b>\$ -</b>					

**2025 CB VACS Fund**

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes	
N/A	13-25-0047	646460	Clarke	Harvestable Cover Crop	SL-8H				N	\$ 1,250.00			X	Approved	AP	approved at the Jan Board Meeting	
N/A	13-25-0066	646789	Frederick	Harvestable Cover Crop	SL-8H				N	\$ 897.80			X	Approved	AP	approved at the Jan Board Meeting	
N/A	13-25-0066	646786	Frederick	Small Grain Cover Crop	SL-8B				Y	\$ 1,598.80			X	Approved	AP	approved at the Jan Board Meeting	
CP-13-25-0029	13-25-0061	646672	Shenandoah	Stream Exclusion with M	SL-6W	High	101	16.60	Y	\$ 367,651.25			X	Unapproved	SH	approved by DCR Variance Committee	
NRCS	13-25-0100	649405	Shenandoah	Animal waste control fa	WP-4	High	136	14.06	Y	\$ 72,034.20			X	Unapproved	NL		
NRCS	13-25-0100	649404	Shenandoah	Feeding Pad	WP-4FP	High	134	12.11	Y	\$ 109,334.20			X	Unapproved	NL		
CP-13-25-0036	13-25-0096	649247	Shenandoah	Stream Exclusion with N	SL-6N	High	113	9.17	Y	\$ 89,739.38			X	Unapproved	NL		
CP-13-25-0036	13-25-0096	649248	Shenandoah	Extension of Watering S	SL-7	High	120	36.90	N	\$ 18,225.63			X	Unapproved	NL		
CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclusion with V	SL-6W	High	102	12.26	Y	\$ 497,685.00	X			Unapproved	BL	will need DCR Variance Committee approval	
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Watering S	SL-7	High	100	31.93	N	\$ 27,822.30	X			Unapproved	BL	will need DCR Variance Committee approval	
CP-13-25-0037	13-25-0095	649238	Shenandoah	Long Term Vegetative C	SL-1	High	73	24.74	N	\$ 3,706.60			X	Unapproved	DG		
CP-13-25-0038	13-25-0099	649344	Shenandoah	Long Term Vegetative C	SL-1	High	71	24.78	N	\$ 4,433.30			X	Unapproved	DG		
CP-13-25-0039	13-25-0097	649338	Clarke	Stream Exclusion with N	SL-6N	Medium	29	13.60	Y	\$ 36,498.00			X	Unapproved	SH		
CP-13-25-0035	13-25-0094	649069	Shenandoah	Animal waste control fa	WP-4	Low	90	28.30	Y	\$ 61,134.15			X	Unapproved	BL		
							<b>Total 2025 CB VACS Contracts awaiting Variance Review</b>	<b>\$ 525,507.30</b>									
							<b>Total 2025 CB VACS Contracts presented for approval:</b>	<b>\$ 766,503.31</b>									
							<b>Total 2025 CB VACS Funds Approved:</b>	<b>\$ 766,503.31</b>									

**2.6.2025 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 1/9/2025 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 1/28/2025	Obligated-Paid as of 1/28/2025
2022 CB VACS	\$ 17,569.08			\$ 17,569.08	\$ -	\$ 17,569.08	\$ 831,934.72	\$ 814,365.64
2023 CB VACS Transfer (2022)	\$ 31,377.00			\$ 31,377.00		\$ 31,377.00	\$ 209,605.18	\$ 178,228.18
2023 CB VACS	\$ 254,164.06			\$ 254,164.06		\$ 254,164.06	\$ 1,516,980.27	\$ 1,262,816.21
2024 CB VACS Transfer (2014)	\$ 4,242.14		\$ (4,242.14)	\$ -		\$ -	\$ -	\$ -
2024 CB VACS	\$ 229,238.67	\$ 4,242.14	\$ 93,630.00	\$ 327,110.81	\$ -	\$ 327,110.81	\$ 3,156,993.70	\$ 2,819,928.94

Ending Balance  
 \$ 17,569.08  
 \$ 31,377.00  
 \$ 254,164.06  
 \$ -  
 \$ 337,064.76

\*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
13-24-0057	581974	2024 CB VACS	SL-6W	\$ 93,630.00	\$ -	Cancelled	MC	cancelled at participant's request
Total of Cancellations and Underbudgets: \$						93,630.00		

**2022 CB VACS Fund**

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

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

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

**2023 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2023 CB VACS Contracts presented for approval: \$								-						
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>								\$						
<b>Total 2024 CB VACS Transfer Funds Approved:</b>								\$						

**2024 CB VACS Fund**

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

2.6.2025 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

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

Motion to recommend that the board approve

Cons Plan:  
Contract:  
Instance:  
Practice Code:  
Amount:

Made by: \_\_\_\_\_ #

Vote  
Yay  
Nays  
Abstains

Motion passes

**2.6.2025 CTC Meeting Motions and Vote Tally**

<b>Motion 1:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0061 SL-6W										<b>Made By: JMS, MC</b>		
												<b>Vote #</b>	
	CP-13-25-0029	13-25-0061	646672	Shenandoah	Stream Exclud	SL-6W	High	101	16.60	Y	\$	367,651.25	<b>Yay 9</b>
													<b>Nays 1</b>
													<b>Abstains 0</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b>												

JB

<b>Motion 2:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0100 WP-4 and WP-4FP										<b>Made By: JB, JMS</b>		
												<b>Vote #</b>	
	NRCS	13-25-0100	649405	Shenandoah	Animal waste co	WP-4	High	136	14.06	Y	\$	72,034.20	<b>Yay 9</b>
	NRCS	13-25-0100	649404	Shenandoah	Feeding Pad	WP-4FP	High	134	12.11	Y	\$	109,334.20	<b>Nays 0</b>
													<b>Abstains 1</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b> NL abstains due to managing project												

<b>Motion 3:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0096 SL-6N and SL-7										<b>Made By: JMS, BL</b>		
												<b>Vote #</b>	
	CP-13-25-0036	13-25-0096	649247	Shenandoah	Stream Exclud	SL-6N	High	113	9.17	Y	\$	89,739.38	<b>Yay 8</b>
	CP-13-25-0036	13-25-0096	649248	Shenandoah	Extension of Wa	SL-7	High	120	36.90	N	\$	18,225.63	<b>Nays 0</b>
													<b>Abstains 2</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b> NL abstains due to managing project; DG abstains due to conflict of interest												

<b>Motion 4:</b>	Motion to recommend that the board send contract 13-25-0093 SL-6W and SL-7 to the DCR Variance Committee for review										<b>Made By: DG, JMS</b>		
												<b>Vote #</b>	
	CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclud	SL-6W	High	102	12.26	Y	\$	497,685.00	<b>Yay 9</b>
	CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Wa	SL-7	High	100	31.93	N	\$	27,822.30	<b>Nays 0</b>
													<b>Abstains 1</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b> BL abstains due to managing project												

<b>Motion 5:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0095 SL-1										<b>Made By: JB, JMS</b>		
												<b>Vote #</b>	
	CP-13-25-0037	13-25-0095	649238	Shenandoah	Long Term Veg	SL-1	High	73	24.74	N	\$	3,706.60	<b>Yay 9</b>
													<b>Nays 0</b>
													<b>Abstains 1</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b> DG abstains due to managing project												

<b>Motion 6:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0099 SL-1										<b>Made By: JB, JMS</b>		
												<b>Vote #</b>	
	CP-13-25-0038	13-25-0099	649344	Shenandoah	Long Term Veg	SL-1	High	71	24.78	N	\$	4,433.30	<b>Yay 9</b>
													<b>Nays 0</b>
													<b>Abstains 1</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b> DG abstains due to managing project												

<b>Motion 7:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0097 SL-6N										<b>Made By: JB, JMS</b>		
												<b>Vote #</b>	
	CP-13-25-0039	13-25-0097	649338	Clarke	Stream Exclud	SL-6N	Medium	29	13.60	Y	\$	36,498.00	<b>Yay 10</b>
													<b>Nays 0</b>
													<b>Abstains 0</b>
													<b>Motion Passes</b>
	<b>Abstentions:</b>												

<b>Motion 8:</b>	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0094 WP-4										<b>Made By: JB, NL</b>	
												<b>Vote #</b>

CP-13-25-0035	13-25-0094	649069	Shenandoah	Animal waste cd	WP-4	Low	90	28.30	Y	\$	61,134.15	Yay	9
												Nays	0
												Abstains	1
<b>Abstentions:</b> BL abstains due to managing project												<b>Motion Passes</b>	

<b>Motion 9:</b>	Motion to adjourn											<b>Made By: JMS, MC</b>			
														Vote	#
														Yay	10
														Nays	0
														Abstains	0
<b>Abstentions:</b>												<b>Motion Passes</b>			

<b>Motion 10:</b>	Motion to recommend that the board approve											<b>Made By:</b>			
														Vote	#
														Yay	
														Nays	
														Abstains	
<b>Abstentions:</b>												<b>Motion Passes</b>			

**February 2025 PROPOSED INSERT INTO PERSONNEL POLICY:**

**Section II B Recruitment and Employment, 2, para 3:**

The District has adopted a pay scale standard for each of its positions. The standard includes a range of pay that is based on **tenure and** the duties of the position. Individual staff pay may be adjusted by the District Personnel Committee based on merit and time in the position. **An automatic pay adjustment for employees who qualify for the next level in their positions (e.g., Conservation Specialist I to II) or to a higher level position in their career path (e.g., from Conservation Specialist to Senior Conservation Specialist) will be made at the time of eligibility. As deemed appropriate, the position pay scales may be adjusted by the Personnel Committee to reflect an updated description of duties or** in keeping with comparable pay rates from other sources, such as other Districts, the DCR, localities, etc.

In addition to pay for performance, the District Personnel Committee may recommend cost-of-living adjustments (COLA) for all staff annually **to be effective at the** beginning of the **next** fiscal year. The COLA adjustment will be based on current information and comparable actions by other jurisdictions such as the State of Virginia, the DCR, and/or the local jurisdictions. **Normally, individual pay adjustments for cost of living and/or merit become effective July 1 of the following fiscal year.**

The Personnel Committee is responsible for providing any COLA or performance pay adjustments to the Finance Committee for inclusion in the District's annual budget for the upcoming fiscal year.



While our scheduled legislative day didn't happen like planned because of the lack of water in the Richmond region, big thanks to those who have still joined us as we rescheduled opportunities to walk the halls of the General Assembly. With your support, we have met many legislators over the last three weeks championing our work. If you are still interested in coming to Richmond to meet with your local legislator please be in touch with VASWCD staff to arrange for legislative support.

It is important your voice is heard. Uncertain who represents your area, check out the ["Who's Your Legislator"](#) tool for reference of elected officials by your address. Then start with an email introducing yourself, your SWCD and your role. Visit during session if possible, then build a relationship after session. A well informed constituent will always be better than any connection a representative has with a lobbyist or Association staffer.

2024 Legislative Award Presentation. Pictured below left to right: Blair Johnson, RMC Intern w/ VASWCD & Colonial SWCD; Steven Meeks, Thomas Jefferson SWCD; Kendall Tyree, VASWCD Executive Director; Delegate Alfonso Lopez, 2024 Legislator of the Year Awardee; Scott Cameron, Northern VA SWCD; Greg Powers, James River SWCD; Lewis Walker, Northern Neck SWCD.



Find all the information related to Legislative session – including our legislative agenda and other materials to use when connecting with your legislator - on our website at <https://vaswcd.org/conservation-issues/>. Check out Facebook for more photos of our time with Directors at the General Assembly.

### Virginia General Assembly Update:

The 2025 session of the Virginia General Assembly convened on January 8 to run into an immediate halt as the City of Richmond water system failed due to the winter storm – with much of the City losing water pressure and other parts under a boil water alert. The Capitol Building and General Assembly Building both had to close. Despite not being able to be in the building, many deadlines like budget amendments stayed put. Reconvening on January 13, there has since been no time wasted (seriously!) in this frenetic 45-day short session period of bill drafting, legislator discussions, committee meetings, and votes. Among the anticipated 2,000+ bills, we are working to monitor those that interact with your approved VASWCD policies. Additionally on our radar is Governor Glenn Youngkin’s budget amendments to the 2024-2026 biennium budget. This process is now also subject to amendment by legislators under the leadership of the Senate Finance Committee and the House Appropriations Committee. We are proud and supportive that the initial budget continues to provide historic funding to the Virginia Agricultural Cost Share Program to address nonpoint source pollution, providing funding at levels that match the Ag Needs Assessment plan.

There are multitudes of bills we’re monitoring, meeting stakeholders to discuss, testifying in support, and providing amendments to further SWCD needs. Call to catch up on any issues of importance!

### A couple (of so many!) bills to highlight:

1. **[HB2037](#) - Land development; solar canopies in parking areas.** Provides that any locality may include in its land development ordinances a provision that requires that an applicant must install a solar canopy over designated parking areas. Patron: Delegate Bulova. Support is being provided by the VASWCD as it aligns with recently adopted Solar Policy.
2. **[HB1941](#) - Invasive plant species; retail sales.** Requires, for the retail sale of certain invasive plant species for outdoor use, a retail establishment to post in a conspicuous manner on the property located in proximity to each invasive plant signage identifying such plant as invasive, educating consumers regarding invasive plant species, and encouraging consumers to ask about alternatives. Patron: Delegate Siebold. Support is being provided by the VASWCD as it aligns with policy.
3. **[SB958](#) - Virginia Water Quality Improvement Fund; Virginia Natural Resources Commitment Fund.** This would codify the WQIF Reserve Fund and provides flexibility of utilizing returned, unobligated funds between basins. A budget amendment is also under consideration that would further study WQIF needs. Patron: Senator Stuart. Support is being provided by the VASWCD and partners.
4. **[HB2544](#) - Codification of tax preferences in effect pursuant to the appropriation act.** Patron: Delegate Watts. This bill codifies tax and fee provisions that have lived in the state budget. This includes the \$10 of the recordation fee that goes to Virginia Natural Resources Commitment Fund (VNRCF) and supports ag cost share and technical assistance. VASWCD is supporting the bill.

If you have a bill of interest or concern that you’d like to flag and add to our tracking report, please contact Kendall Tyree at [kendall.tyree@vaswcd.org](mailto:kendall.tyree@vaswcd.org).

### A few budget amendments to highlight:

5. **SWCD Environmental Education (Leg Agenda Priority #4)** – Multiple budget amendments have been introduced to SWCD support environmental education efforts as requested in budget templates at \$2 million. (House Patrons: [Krizek](#), [Lopez](#))
6. **VCAP (Legislative Agenda Priority #3)** – Budget amendments have been introduced to support VCAP with an additional \$500k for technical assistance and program support. (House Patrons: [Lopez](#), [Kent](#))

Encourage your legislators to support those budget amendments in alignment with our legislative agenda. Need help with drafting an email or message? Reach out to VASWCD staff for assistance.

## **Federal Legislative Update:**

### *Legislative Day: Washington DC Fly-In*

NACD's 2025 Washington DC Fly-In is scheduled for Wednesday, March 26. The event will include a breakfast briefing and an evening reception on/near Capitol Hill. Please stay tuned for additional details and a complete agenda.

### *Government Affairs Update:*

In the past week, the Trump Administration issued dozens of executive orders, proclamations, memos, and revoked 78 of the prior administration's initiatives. Several of these actions may potentially impact conservation programs, grants, and NACD priorities related to our country's conservation delivery system. Yesterday, the Office of Management and Budget released a memo directing a temporary pause (to the extent applicable under law) of the obligation or disbursement of all federal financial assistance while a review is conducted. Many of these actions will face legal challenges, which could result in their suspension or revocation. Several—including Inflation Reduction Act and Infrastructure Bill funding freezes—cannot be extended indefinitely without congressional approval.

NACD is working closely with federal agencies to track these developments and understand their impact on the work of conservation districts. NACD has shared guidance with grant recipients and is currently working to update that guidance, in addition to developing guidance for our broader membership. Please note that this is a very fluid situation, and the impacts of these recent actions are still unclear. USDA and additional agencies are working to interpret and implement these orders and will share guidance as soon as possible. Please continue to [reach out to our team](#) with questions.

Last Thursday, the Senate Agriculture Committee held a hearing to consider the nomination of Brooke Rollins to serve as USDA Secretary. Rollins highlighted quickly distributing recently authorized disaster and economic aid, supporting the broader farm economy, and containing animal disease outbreaks as among her top priorities. Chairman Boozman and Ranking Member Klobuchar both noted the importance of locally led conservation. Agriculture labor, trade policy, nutrition programs, industry consolidation, renewable fuels, and forestry management were among other priorities raised by committee members. Lawmakers signaled broad bipartisan support for Rollins, and the committee will meet again to vote on her nomination before it is considered by the full Senate.

Read the full congressional update, covering committee nominations, legislative priorities, and more [on NACD's blog](#).

**Reach out with any questions about the legislative process and how we can support your SWCD needs. Thank you!**

Kendall Tyree, PhD

*Executive Director*

[kendall.tyree@vaswcd.org](mailto:kendall.tyree@vaswcd.org)