

# Board of Directors, Board Packet 5/8/2025



We work with the people who work the land.

## Table of Contents

Agenda & Grant Deliverables	page 2 - 3
Agenda Reports	pages 4 - 14
Meeting Minutes <i>(please review for Board approval)</i>	
Board Minutes	pages 15 - 22
Committee Minutes	
Ed & Info	page 23
Attendance Record	page 24
Committee Meeting Log	page 25
Committee List and Members	page 26

## Attachments:

### Treasurer / Finance

- *Monthly Financial Reports* pages 27 - 34

### Operations (please review for acceptance)

- *Annual plan of Work (APOW)* pages 35 - 47
- *Strategic Plan* pages 48 - 51

### CTC

- *Minutes and Motions* pages 52 - 57
- *Ranking Spreadsheets (updates for approval)* pages 58 - 64



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

### **Meeting Agenda**

**April 10, 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 minutes
- b) Ed & Info 4/13/2025

**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; Administrative Manager**

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

**Staff:**

**Conservation Programs Manager – Dana Gochenour**  
**Senior Conservation Specialist – Nick Livesay**  
**Conservation Specialist – Madison Coffey**  
**Conservation Specialist – Sabrina Heltzel**  
**Conservation Specialist – Ben Loyd**  
**Education & Conservation 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

FOIA & 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\_ 12/12/2024\_ (re-appoint at election of Officers)
- **FY 24 (2024-25) Annual Report:**  
Date Presented: \_\_ August 14, 2024\_
- **Meeting Minute Training** Date Completed: \_\_ 3/10/25\_ Participant(s): \_\_ Sarah, Dana, Ally, Madison, Sabrina\_

### **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: \_\_ 2/13/2025\_
- **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): \_\_ May 1, 2025\_

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS  
April10, 2025  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

Dana and Mary, what is the recommendation of the Cons Tech Committee regarding the voluntary survey that Kendall forwarded to us? Allyson, how did our Outreach event go and based on that, what changes are you thinking about for next year? What happened at the Area Envirothon? Tell us about your new intern and what she will be doing? We are moving into the 'close-out' phase for this fiscal year and Board members, especially Committee Chairs' cooperation will be much appreciated.

**Treasurer / Finance Report  
Stephanie Shillingburg**

- There will be a Finance Committee meeting on 5/8/2025 at 9:00am; held in the office conference room.
- I have reviewed April 2025 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Please review the monthly Financial Reports provided in the Board Packet.
- **MOTION is needed “that the Treasurer’s report/documents be filed for audit”.**

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

**Items of Interest:**

**Monthly Happenings:**

- Interview scheduling and preparation.
- Proposed Budget preparation
- 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:**

- 4/1 Local Envirothon
- 4/15 ASAP Webinar
- 4/22 Water Cooler Chat / zoom
- 4/28, 29 Interviews
- 4/30 SHRM Webinar

**Office Closings:**

- Monday, May 26, 2025 – Memorial Day

## **Conservation Programs Manager**

### **Dana Gochenour**

#### **Training**

- No formal trainings this month

#### **Promoting BMPs**

- With Ben, completed as-built inspection at Audley SL-6W (Clarke Co.)
- With Ben and Nick, surveyed stream crossing sites for French Bros. SL-6W (Pugh's Run, Shenandoah Co.)
- With Ben, staked fence at Norwood SL-6W (Clarke Co.)
- Presented about cost-share programs at public meeting for Stony Creek, Crooked Run, Pughs Run TMDL
- With Madison, visited with B. Wojnar to discuss plan for SL-6W (Frederick Co.)
- With Ben, met with a Shenandoah Co. landowner to discuss potential SL-6 options (Stony Creek)
- With Nick, met with a Clarke Co. landowner to discuss potential SL-6W
- Communication with contractor and Sara Bottenfield regarding increase for Dellinger SL-6W (Mill Creek, Shenandoah Co.)
- Represented LFSWCD at Browntown Red Bud Festival
- Completed as-built inspection of Orndorff SL-6W (cave and sinkhole, Shenandoah Co.)
- Communication with Harrisonburg NRCS about a joint visit and potential piggyback in southern Shenandoah Co.
- Provided S. Smith SL-6W plan map and footage to fence contractor
- Communication with K. Michaelis regarding transfer of responsibility process for potential sale of property with SL-6 in lifespan (Shenandoah Co.)
- Follow up with M. Sipe regarding maintenance needed on EOL verification. Documented repair and marked verification complete. (Clarke Co.)

#### **Staff Relations**

- 4/3- Conservation Technical Committee meeting
- 4/10- Board of Directors meeting, Ed & Info Committee meeting
- Staff meeting to discuss TAC suggestions and updates to secondary considerations and ranking spreadsheets
- Staff NMP writing practice
- Reviewed applications for Program Support Specialist position
- Revised interview questions
- Participated in interviews for Program Support Specialist position

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

## **Senior Conservation Specialist**

### **Nick Livesay**

#### **Promoting BMPs**

- Guy (SL-6W: SFSR, Warren Co.) file completion and payment
- Chambers Family Vineyard (SL-6W: Swover Creek, Shen. Co.) correspondence, gravity water system design work
- Mt. Airy Dairy (SL-6W: Trib to Smith Creek, Shen Co.) visit with Madison
- Technical assistance visit regarding culvert erosion in Frederick County
- Gochenour (WP-4LL, Shen. Co.) reviewed bills with Madison
- Correspondence regarding tax credits with multiple producers
- Engineering visits with Amanda Pennington – four farms with Madison, Sabrina, and Ben
- Springdale Poultry (SL-6W: Pugh's Run, Shen. Co.) stream crossing surveys w. Dana and Ben, design work, and pre-construction meeting
- Multiple SL-1 field checks with Madison and Sabrina
- Visit with potential SL-6W in Clarke County with Dana

- Jordan (SL-1: Shenandoah County) soil samples with Sabrina
- Nutrient Management Plan writing for farm in Shenandoah Co. with Dana, Madison, Sabrina
- Visit with potential WP-4LL in Frederick County with Ben
- DeHaven (SL-6W: Pond outflow, Fred. Co.) water system pre-con meeting with Madison
- Visit with potential SL-6W (Opequon Creek) in Frederick County
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

#### Education

- Envirothon at Seven Bends State Park (4/1/2025)

#### Other Relations

- Multiple staff meetings regarding TAC Suggestions, Secondary Considerations, Ranking Spreadsheets, etc.
- Shenandoah County Leadership Course – orientation (4/11/25) at Shentel Building
- Shenandoah County Leadership Course – medical services (4/25/25) at SMH
- CTC Meeting (4/3/25)
- Board Meeting (4/10/25)

### **Conservation Specialist Madison Coffey**

#### Training:

- Tax Credit Training Recording – 4/15/2025

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Site visit with Nick on 4/2/2025 to discuss clearing for fence with Mt. Airy (Shen: SL-6W).
- Processed bills on 4/3/2025 for reimbursement for Gochenour (Shen: WP-4LL). Communicated with landowner, contractor, and DEQ regarding remaining bills needed to finalize reimbursement.
- Follow-up site visit with Ben on 4/4/2025 to discuss rotational grazing field division for Dotson (Shen: SL-6W).
- As-built inspection with Ben on 4/4/2025 for Foltz (Shen: WP-2W). Reviewed bills and processed reimbursement.
- Initial site visit with Sabrina on 4/8/2025 for interested producers in Clarke County. The landowners did not qualify for our programs, but we provided technical assistance and resources to them regarding improved pasture management and rotational grazing.
- Engineering visit with Sabrina, Jason (DCR), and Tracy (DCR) on 4/9/2025 for erosion control practices in Warren County.
- Pre-construction visit with the landowner on 4/14/2025 for Good (Shen: SL-6W/SL-7). Follow-up communication regarding options for sheep troughs.
- Engineering visits with Nick, Ben, and Amanda (DCR) on 4/16/2025 for multiple producers interested in animal waste and erosion control practices.
- Follow-up visit with Sabrina on 4/17/2025 for a potential SL-6W and SL-7 project in Clarke County. Reviewed program requirements and potential plan layouts.
- Initial site visit with Sabrina on 4/18/2025 for a potential SL-1 in Shenandoah County. Received application and entered necessary information into tracking for project approval.
- Mid-construction site visit with Sabrina on 4/18/2025 for Stickley (Shen: SL-6W).
- Follow-up site visit with Dana on 4/18/2025 for a potential SL-6W project in Frederick County. Reviewed program requirements and discussed plan layout.
- SL-1 inspections with Sabrina and Nick on 4/21/2025. Follow-up up with participants regarding information needed for payment.
- NMP writing practice with Nick, Dana, and Sabrina on 4/23/2025 for Walnut Lane Dairy Cover Crops and SL-1.
- Water system design on 4/24/2025 for Dehaven (Fred: SL-6W)

- Updated plan map and cost estimates on 4/24/2025 for potential piggyback SL-6W and SL-6N that was pre-approved in Clarke County. Communicated with landowners regarding project setback and lifespan option. Entered necessary information into tracking for project approval.
- Pre-construction meeting and fence staking with Nick on 4/28/2025 for Dehaven (Fred: SL-6W).

#### **Other Activities:**

- District Envirothon – 4/1/2025
- CTC Agenda Prep – 4/2/2025
- CTC Meeting – 4/3/2025
- Board Meeting – 4/10/2025
- Staff Meeting on Secondary Considerations – 4/14/2025
- Staff Meeting on Approval Letters and Tax Credit Process – 3/22/2025
- Created new ranking sheets for Long Term Vegetation & Erosion Control practices – 3/25/2025
- CTC Agenda Prep – 4/29/2025
- Staff meeting on ag outreach event and ranking sheets – 4/30/2025

### **Conservation Specialist Sabrina Heltzel**

#### **Training:**

- Attended LFSWCD Envirothon & helped run the Soils Exam Station with Nick (April 1<sup>st</sup>)

#### **Promoting BMPs:**

- Hafner water system pre-construction meeting with NRCS staff (April 7<sup>th</sup>)
- Stickley water system pre-construction meeting (April 7<sup>th</sup>)
- Initial visit for potential SL-6 in Clarke County with Madison (April 8<sup>th</sup>)
- Final SL-10 pasture condition score evaluation for Skyview Farms w. Madison (April 8<sup>th</sup>)
- DCR Engineering site visit for potential WP-2A in Shenandoah County with Madison (April 9<sup>th</sup>)
- Designed Bailey SL-6N water system (April 15<sup>th</sup>)
- Revised John Bowman SL-6W water system design (April 15<sup>th</sup>)
- Helped DOF inspect Green FR-1 (April 15<sup>th</sup>)
- Worked on resource concerns for two projects (April 16<sup>th</sup>)
- Follow up visit for potential SL-6W and SL-7 in Clarke County with Madison (April 17<sup>th</sup>)
- Worked up plan map and cost estimates for potential SL-6W and SL-7 in Clarke County (April 18<sup>th</sup>)
- SL-1 planting inspections for multiple producers with Madison and Nick (April 21<sup>st</sup>)
- Took soil samples for producer's nutrient management plan with Nick (April 23<sup>rd</sup>)
- Helped DOF inspect Blyth FR-1 pine planting (April 24<sup>th</sup>)
- Designed ford-style crossing for Springdale Poultry (1 of 2) (April 28<sup>th</sup>)
- Designed ford-style crossing for Springdale Poultry (2 of 2) (April 29<sup>th</sup>)

#### **Other Activities:**

- Attended Monthly CTC Meeting (April 3<sup>rd</sup>)
- Attended Monthly Board Meeting (April 10<sup>th</sup>)
- Attended Education and Information Sub-Committee Meeting (April 10<sup>th</sup>)
- Staff meeting to discuss TAC suggestions, ranking spreadsheet, and secondary considerations (April 14<sup>th</sup>)
- Staff meeting to discuss End of Year topics (April 22<sup>nd</sup>)
- Created PY26 Erosion Control and Long-Term Vegetation ranking spreadsheets with Madison (April 24<sup>th</sup>)
- Prepped for Farmer's Outreach Event with staff (April 30<sup>th</sup>)

## **Conservation Specialist Ben Loyd**

### **Training:**

- 

### **Promoting BMPs:**

- As-Built with Dana for SL-6N – Shenandoah County
- As-Built with Dana for SL-6W – Clarke County
- Follow up visit with Madison for division fence layout for SL-6W – Shenandoah County
- As-Built with Madison for WP-2W – Shenandoah County
- Grazing plan creation for SL-6N – Shenandoah County
- Fence staking with Nick for SL-6W – Shenandoah County
- Fence staking with Dana for SL-6W – Clarke County
- Engineering visit with Nick and Madison for possible WP-2A and WP-4LL – Warren and Shenandoah County
- Stream crossing survey with Dana and Nick for SL-6W – Shenandoah County
- Pre-Construction meeting for SL-6W – Clarke County
- Created conservation plan and entered into tracking SL-6W – Clarke County
- Mid-Construction check for SL-6W – Clarke County
- Initial visit with Dana for possible SL-6 – Shenandoah County
- Follow up visit with Nick for possible SL-6 and WP-4LL – Frederick County
- Stream Crossing design for SL-6W – Shenandoah County
- As-Built with Dana for SL-6W – Shenandoah County
- Water system design for SL-7 – Clarke County
- Water system design for SL-6W, WP-4LC and WP-4LL – Shenandoah County
- Ran resource concerns for SL-7 and SL-6W – Clarke County

### **Other Activities:**

- Envirothon – 4/1/2025
- CTC Meeting – 4/3/2025
- Board Meeting – 4/10/2025
- Outreach Event at Seven Bends Native Plant Nursery – 4/12/2025
- Staff Meeting on Secondary Considerations – 4/14/2025
- Staff Meeting on Approval Letters and Tax Credit Process – 4/22/2025

## **Education & Conservation Specialist Allyson Ponn**

### **Education:**

- JR Rangers Camp coordination
- MRGS Research Project meeting (x2)
- LFSWCD Envirothon Competition
  - o Scoresheet send out,
- Internship research
- Soils @ Skyline HS
- Soils @ Handley HS
- Bluebell Festival Support
- Field trip support @ Seven Bends State Park
- Master Gardeners stormwater BMP presentation
- Red Bud Festival, Browntown
- Earth Day/Lone Pine Day, Front Royal



**Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- Area 1 Quarterly Report
- Scholarship reminder email
- LRCC Contract for Ag Outreach
- Seven Bends Nursery Opening Event
  - Marketing Committee meeting

**Office/Program Support:**

- Strasburg VCAP Application
- Cover crop processing, NMPs and Part IIIs
  - VCAP initial visit, Shenandoah County

**VACDE/Training:**

- VACDE Report for VASWCD
- SECDEA Meeting in Mississippi (4/6-4/10)
- VACDE Conservation Planning Meeting
- VACDE Board Meeting
- DEI Committee Meeting
  - VASWCD Association Meeting, Richmond

**Upcoming Event Dates:**

- Sunday May 18 & 19 – State Envirothon @ Mary Washington
- Saturday, June 7<sup>th</sup> – GardenFest @ Belle Grove

**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 to report.

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

- I attended the quarterly meeting of the Va Soil and Water Conservation Association. I have the agenda plus all reports from area districts and am glad to share electronically with anyone interested. I am sure all of you will be proud to learn Ally was in attendance and performed very professionally in her roll as President of Virginia Association of Conservation District Employees (VACDE). It really was special to listen to Ally outside of our own district. Way to go Ally!
- Please use the following link to view an article in regard to Todd Gilbert.  
<https://www.virginiascope.com/gilbert-puts-his-name-in-the-running-for-us-attorney/>

**Personnel****Joan Comanor**

- Stay tuned, we're still working on the Program Support Vacancy.
- Final Performance reviews will be completed on May 27. Staff should come prepared to suggest any changes needed in their performance standards for Program Year 2025-26, as well as any adjustments to their IDP or position description. Finally, the Committee would like to hear what accomplishment(s) each staff is most satisfied with.

## Operations

### Justin Mackay-Smith

- Review of the Annual Plan of Work and Strategic Plan have ended. Please review the updated documents for Board acceptance.

## Northern Shenandoah Valley Regional Commission

### Mary Gessner

- The Board met on April 17th and agreed to accept the DEQ grant (\$8,884) to lead the effort to update the Regional Water Supply Plan, which is due in October 2029. They are also in the process of developing an RFP to pick service providers to implement the Septic Pump Out Pilot Program in Clarke, Frederick and Shenandoah Counties. Eligibility will be income-based and priority will be determined on a first-come, first-served basis. They hope to start in early July and aim to complete approximately 320 pump outs. If there is sufficient demand, they will likely seek additional funding. Once promotional materials are available, we might be able to help them spread the word to the ag community. Next scheduled meeting is May 15.

## Shenandoah County Water Resources Advisory Committee

### Joan Comanor

- No meeting scheduled at this time.

## Shenandoah Pure Water Forum

### Jack Owens

- No new updates for the Pure Water Forum.

## Natural Resources Conservation Service (NRCS)

### Brent Barriteau

- No written report submitted.

## Department of Conservation & Recreation (DCR)

### Debbie Cross

#### ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **End of Fiscal Year 2025 Checklist (Attached):** As we enter the 4<sup>th</sup> quarter of FY 2025, I encourage you to reference the attached checklist, which has been prepared to assist SWCDs ensure that they have satisfactorily completed many of the deliverables in the FY25 Grant Agreements. Any questions, let me know.
- **FY26 Budget:** SWCD board approval by June 30. Until we get final numbers, use proposed TA numbers below.
- **FY26 Annual Plan of Work:** SWCD board approval by June 30.
- **FY27 Budget Template/Attachment D:** due to DCR by July 15. There is a recording of the Att. D - Budget Template training that was held in 2023 available online at <https://www.youtube.com/watch?v=sv5evnTqJKk>.
- **SWCD Director and Admin/Manager Financial Training: June 6, 2025, from 9:30AM until 3:00PM** at Randolph-Macon College in Ashland, VA. Sarah Adams, Adams & Co. Certified Public Accountants, will be discussing **audit pitfalls that can occur with journal entries, voided checks, bank reconciliations and changes in liabilities, and how to appropriately handle these items in QuickBooks.** A work session devoted to Attachment D/Budget Template will be offered. **Bring your draft Att D and your questions.** Susie Miller, of Skill Set Partners, LLC, trainer at the Center For Non-Profit Excellence & **grant specialist will provide insights on how to improve grant work – including those items best prepared for all grant needs, how to ensure your message is compelling and where to look for grant opportunities.** Following the training, those interested in staying for Youth Conservation Leadership Institution (YCLI) graduation are welcome to stay and celebrate students across the Commonwealth. This training will be in-person only with no virtual option available. **Registration is now open:** <https://form.jotform.com/251103542075143>. Registration closes May 23, 2025
- **Meeting Minutes Follow Up Training, May 29<sup>th</sup> @ 10 am:** Virtual via Microsoft Teams You've heard the basic expectations of Robert's Rules of Order for meeting minutes, now come learn in greater detail the **meeting minutes requirements for FOIA, how to properly document going into and coming out of closed meeting, documenting BMP/RMP/CP approvals, and more. Join the FOIA Council, the OAG, and DCR on the webinar!** No registration required. Highly recommended but not a grant agreement requirement. It will be recorded. Allow 2 hours. Click on the highlighted link **Join the meeting now** or paste the following link into your browser: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGJjNGJhNTQtODc5My00MzUwLTk5YTEtYmVkMDBmOGZhMjg2%40thread.v2/0?context=%7b%22Tid](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGJjNGJhNTQtODc5My00MzUwLTk5YTEtYmVkMDBmOGZhMjg2%40thread.v2/0?context=%7b%22Tid)

[%22%3a%22620ae5a9-4ec1-4fa0-8641-5d9f386c7309%22%2c%22Oid%22%3a%22b73965fe-3672-4a80-a166-1dedbe84dcd4%22%7d](#) Meeting ID: 220 018 252 456 9 Passcode: bU9pD2cK Dial in by phone: +1 434-230-0065 Phone conference ID: 468 401 659#

- **Audit Reports & Updates:** The Audit General Management letter went out on 3/26 from Blair Gordon. If you didn't cover in April Board meeting, please review at May board meeting. For FYs 24 & 25 John Marshall, Lord Fairfax and Prince William SWCDs are scheduled for audits later this fall.
- **The Virginia Soil and Water Board** met on 4/16 to approve the PY26 VACS Manual. The Board conducted its first review of the FY26 proposed policies and grant agreements. Admin/Ops and Base TA funding will be level with FY25 funding. Cost share and Additional TA funding will increase. Assuming the Governor signs the budget the VSWCB is expected to act on policies and grant agreements at their 5/28 meeting. *Use these proposed amounts for budgeting until we have final amounts.*

**Proposed: \$169.4M VACS; TA & \$21.9M In Addition to Base TA; Approved \$4.55M FY25 Base**

SWCD	FY 26 Admin & Ops (level FY25)	Dams	FY26 VACS Allocation	FY26 Base TA (level FY25)	FY26 TA Addition to the FY26 TA Base	Total TA Allocated
Culpeper	\$553,384	\$49,500	\$9,932,609	\$365,609	\$1,288,806	\$1,654,415
John Marshall	\$269,438		\$6,549,027	\$163,886	\$849,786	\$1,013,672
Lord Fairfax	\$413,183	\$9,000	\$8,616,653	\$173,139	\$1,118,061	\$1,291,200
Loudoun	\$246,695		\$3,615,742	\$168,089	\$469,193	\$637,282
Northern Virginia	\$411,003		\$147,730	\$12,026	\$19,218	\$31,244
Prince William	\$335,595		\$1,119,163	\$39,707	\$145,261	\$184,968
Thomas Jefferson	\$573,557	\$36,000	\$7,480,616	\$178,251	\$970,660	\$1,148,911

#### AG COST SHARE ITEMS:

- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the FY. Refer to Pages II-42-II-46 of the *FY25 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to 06/30/25.

***Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/25 can only be carried over again with prior approval from DCR by May 15<sup>th</sup>.*** Requests to carry over BMPs a 3<sup>rd</sup> time into a 4<sup>th</sup> PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager. For each practice:

- **Update the Carryover section of the Measurements tab by selecting 'Other'** (describe in BMP comments) as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment box.
- **Send a single email from each district** to Sara (sara.bottenfield@dcv.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment
- **Participant Self-installation:** Please ensure when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s). An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.
- **PY26 Secondary Considerations:** Requires SWCD Board and DCR approval. Secondary Considerations must be submitted for approval by Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager before any PY26 cost share applications may be approved by your district.
- **PY26 Average Cost List:** Requires SWCD board approval; and submission to DCR, Sara Bottenfield, copy to your CDC before any PY26 cost share applications may be approved by your district. *Don't forget to include a good and implementable contingency clause.*
- **PY26 VACS Program Updates Sessions:** Virtual with two identical sessions scheduled for **Thursday, June 12; 1:00 PM-4:00 PM** and **Tuesday, June 17; 9:00 AM-12:00 noon.** All Ag. technical staff must attend one of the two sessions for the SWCD to fully satisfy the related grant agreement deliverable.
- **VCAP:** The VASWCD will convene a VCAP Steering Committee and a VCAP Technical Advisory Committee to discuss & propose revisions to the PY27 Virginia Conservation Assistance Program. Please respond to their Feedback Survey with ideas and suggestions. Suggestions may be prioritized to manage workload and allow for thorough consideration. It will take approximately 10 minutes to complete VCAP Program Year 2027 Feedback Survey: <https://forms.gle/8NmXgT57Gw2LJvW8> it is due no later than Friday, May 30 at 5:00 PM.

UPCOMING DATES TO REMEMBER:

May 7: **Overview of Nutrient Management Plans, 1:30pm** This is a repeat of the training offered at the Annual Meeting.  
**Registration link:** [https://us02web.zoom.us/joining/register/c3Vu\\_pVDT0qP3nA8Du94tg](https://us02web.zoom.us/joining/register/c3Vu_pVDT0qP3nA8Du94tg)

May 14: **Education Foundation Golf Tournament** at [The Hollows Golf Course](#) 10 am start time.

May 15: **Carryover Deadline:** for approval from DCR's Sara Bottenfield for carryovers into a 4<sup>th</sup> program year.

May 18-19 **Envirothon State Competition** University of Mary Washington, Fredericksburg, VA

May 21: **Stream ID Course 8:30am -4:00 pm** Charlottesville DCR CPC Required training

May 28: **VSWCB Meeting**, VA Farm Bureau building, Goochland, VA

May 29: **Meeting Minutes Follow Up Training** 10:00 am Virtual Microsoft teams [Join the meeting now](#)

May 30: **BMP approvals must be in CAS** by COB for disbursement in June

June 6: **Director & SWCD Admin/Manager Training**, 9:30am-3:00pm Randolph-Macon College, Ashland,

June 12: **PY26 VACS Program Update Session, (Virtual) 1:00-4:00 pm** Required of Ag staff. Details to follow

June 17: **PY26 VACS Program Update Session, (Virtual) 9:00am -Noon** Required of Ag staff. Details to follow

June 30: End of Fiscal year; End of Program Year.

July: **PY26 CAS Virtual Training** (required of all Ag Tech staff) Two Dates and times TBD

July 11: **Potomac Council Mtg.(9am)/Potomac Watershed Roundtable Mtg.(10am)**, Virtual. Northern Neck SWCD hosting

July 15: **End of Year (EOY) Reports** due to DCR (Cash Balance & Carryover Reports: Att Es and Financials)

July 15: **Att D - Budget Template** due to DCR

July 30: **Deadline for resolution of all QAQC issues in CAS.**

Aug 13: **Area II Legislative Zoom Mtg 8:30 am.** Register in advance for this meeting:  
<https://us02web.zoom.us/joining/register/zbCrprHWQPSMdmhS3VgNOg> Login details will follow after registration.

Aug 19-21: **VACDE Training**, Graves Mountain Lodge

Oct 10: **Potomac Council Mtg. (9am), Potomac Watershed Roundtable Mtg.(10am)** Loudoun SWCD hosting  
*CDC Report sent to districts 5/5/2025.*

**End of Fiscal Year 2025 Items:** As the end of the fiscal year approaches, please be mindful that the following items must be completed, approved by SWCD boards, and recorded in the minutes by June 30, 2025, as per the grant agreements (GA) and the Desktop Procedures for District Fiscal Operations (DTP). Once documents are approved, please ensure that the new revision/approval date is included on the document. Except for Employee Performance Reviews, FLSA Position Description Tests, and Pay Action Approval Forms, you should send a copy of all items to the assigned CDC once they have received board approval. The CDC will not be able to call these items fulfilled on the assessment until they are both approved by the board and received. Remember, assessments will be conducted Late July through September.

Year End Item	Notes
<b>Review of FY 2024-2025 Annual Plan of Work &amp; Current Strategic Plan</b> (One review of each plan is required) Grant Agreement (GA)	Review Only (In open board meeting; recorded in minutes)
<b>Develop Strategic Plan</b> (If plan expires on 6/30/25) (GA)	Board Approval Required
<b>Develop FY 2025-2026 Annual Plan of Work</b> (GA)	Board Approval Required
<b>Employee Performance Evaluations</b> (Minimum of 1 review per year) (GA & DTP pg. 37)	Keep on File at SWCD
<b>Personnel Pay Action Approval Form</b> (any Salary Adjustments must be specifically noted in the SWCD minutes) (DTP pg. 37)	Keep on File at SWCD; *Salary Adjustments Require Board Approval
<b>Personnel Policy</b> (Please reference the <a href="#">Personnel Resource Management Guide</a> as provided by the VASWCD while working through the personnel policy) (GA & DTP pg. 35)	Annual Review & Board Approval Required
<b>Employee Position Descriptions &amp; Performance Expectations</b> (GA & DTP pg. 35)	Board Approval Required
<b>FLSA Tests for Each Position Description</b> (As per the <i>Desktop Procedures</i> , tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made.) (DTP pg. 36)	Keep on File at SWCD
<b>Annual Review of SWCD Policies</b> (Required policies include Travel, Check Signing, & Purchasing, and where applicable, Vehicle Use, Credit Card, & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy,	Board Approval Required, even if no changes are made to policies; Update revision date/ approval date on all documents

policy for charging for FOIA requests...) * <i>Note: The Desktop Procedures (Page 7) states that each SWCD should maintain a comprehensive manual of all SWCD policies; Recommend having a Policy Manual/Handbook w/all the policies in one location.</i> (DTP pages 7, 11, 15, 21, 24, & 26)	
<b>PY26 District Budget</b> Use proposed cost share amounts until final figures are available. Admin/Ops Allocations and Base TA Allocations remain level for PY26 DTP pg. 6)	Board Approval Required
<b>Dedicated Reserve List</b> (Unrestricted reserve funds exceeding 12 mo. of routine SWCD operating expenses must have a designated purpose) (GA & DTP pg. 14)	Board Approval Required
<b>PY 2026 Average Cost List</b> (Please reference pages II-10 and II-11 of the PY25 VACS Program Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1RQhMU">https://www.youtube.com/watch?v=p6yWr1RQhMU</a> ) (GA)	Board Approval Required. Submit to Sara Bottenfield, copy CDC
<b>PY 2026 Secondary Considerations</b> (Please reference pages II-9 and II-10 of the PY25 VACS Program Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1RQhMU">https://www.youtube.com/watch?v=p6yWr1RQhMU</a> ). (GA)	Board Approval Required. Submit to Sara Bottenfield for approval, copy CDC.
<b>Desktop Procedures Review</b> (1 Review/Year Required) (GA)	Review in BOD Mtg or Finance Committee Mtg; Record review in minutes
<b>FOIA Officer Training Completed</b> (Training must be completed every two years based on the date of the last training taken by the FOIA Officer; FOIA officers should check their most recent completion date) (GA & DTP pg. 3)	Send Completion Certificate to CDC
<b>Library of Virginia Records Retention Courses (5) Completed</b> (Training must be completed every three years by the Records Officer; Records officers should check their most recent completion date) (GA & DTP pg. 4)	Send All 5 Completion Certificates to CDC
<b>Compliance/ Resolution of Audit Findings</b> (Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future; <i>Ensure this documentation is recorded in the minutes</i> ) (GA & DTP pg. 9)	Report Completion of Requirement in Board Meeting Minutes & to CDC
<b>Host at least one agricultural community outreach event during the year &amp; Ensure VSU-Small Farm Outreach Program has been invited to participate</b> (Event must meet <u>all</u> requirements listed in Attachment F of the Operations Grant Agreement.) (GA)	Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC
<b>Carryovers</b> (Carryovers should be updated in the Ag BMP Tracking Module of CAS and the carryover list/ report should be generated from Logi for board approval and signature; just remember to allow for Logi to update overnight since changes made to an instance are not available instantaneously in Logi. If you need a Logi login, please contact Jen Edwards. Please refer to pages II-42 thru II-46 of the VACS Program Manual for more information on carryovers as well as handling of two-program year completion date practices.) (GA)	Board Approval Required; Board should be approving and signing the Logi carryover report and the signed Logi report attached to the minutes

\* *Please remember that committee meetings are public meetings and must be held in accordance with the Freedom of Information Act (Advertise, Take Minutes, Bring Minutes back to Full Board)* (DTP pg.4)

#### VA Cooperative Extension

- No written report submitted.

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

- No written report submitted.



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

- No written report submitted.

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

- DEQ will begin monitoring Shenandoah River nuisance algae in May. The monitoring stations selected for 2025 and 2026 Seasons are summarized below. There are four stations on the North Fork Shenandoah and two stations on the South Fork Shenandoah River. These stations will be visited monthly through the recreational season, defined as May through October, to determine if enough algae growth is present for sample collection. Please contact Tara Wyrick, Water Monitoring & Assessments Manager, at [tara.wyrick@deq.virginia.gov](mailto:tara.wyrick@deq.virginia.gov) with questions.

STATION ID	RIVER	DESCRIPTION
1BNFS007.93	North Fork Shenandoah River	Upstream Cedar Creek confluence
1BNFS011.81	North Fork Shenandoah River	Strasburg Town Park
1BNFS028.66	North Fork Shenandoah River	Bear Paw Rd.
1BNFS046.79	North Fork Shenandoah River	Lupton Rd., 7 Bends State Park entrance
1BSSF004.03	South Fork Shenandoah River	Upstream Luray Ave, Front Royal
1BSSF022.71	South Fork Shenandoah River	Hazard Mill

- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of April 21, 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 04/21/2025**

Application Status	Total Number	Total Value	Average	Median
Application Pending	9	\$ 3,069,560.00	\$ 341,062.22	\$ 300,000.00
Conditionally Authorized	58	\$ 14,813,775.08	\$ 255,409.92	\$ 227,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	71	\$ 10,558,950.04	\$ 148,717.61	\$ 110,000.00
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	23	\$ 5,038,959.25	\$ 219,085.18	\$ 199,543.20
Credit Not Approved	10	\$ 1,631,181.53	\$ 163,118.15	\$ 96,938.51
Loan Closed	69	\$ 13,018,682.09	\$ 188,676.55	\$ 147,362.19
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	128	\$ 22,247,129.12	\$ 173,805.70	\$ 115,515.94
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	26	\$ 2,971,538.29	\$ 114,289.93	\$ 58,129.63
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>475</b>			
<b>Total Active Projects</b>	<b>163</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>\$ 55,458,409.42</b>		
<b>Total PF Granted</b>		<b>\$ 1,562,966.52</b>		
<b>Total Repayments</b>		<b>\$ 18,219,936.30</b>		

**MISC.**

## **MINUTES**

The April 10, 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  
Mary Gessner  
Justin Mackay-Smith  
Emma Bricker  
Paul Burkholder (11:45 departure)  
Reid Hoak  
Jack Owens (10:10 arrival)  
Robert Clark (10:25 arrival)  
James Fagan  
Randy Buckley

### **Associate Directors**

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

Debbie Cross, CDC/DCR  
Brent Barriteau, NRCS

### **LFSWCD Staff Members**

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

### **Absent Directors or Staff:**

Kermit Gaither  
Mark Huddleston  
Ira Richards  
Jason Bushong  
Ed Pendleton  
Stephanie Shillingburg  
Allyson Ponn

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

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### **Chairwoman's Report: Joan Comanor**

- Chair report was reviewed.
- 3 New staff job titles - Education and Conservation Program Specialist for Allyson; Administrative Manager for Sarah; and Conservation Programs Manager for Dana.

**MOTION:** Board approval of the March 13, 2025, Board of Director meeting minutes, Operations Committee minutes and Personnel Committee minutes as presented in the Board Packet. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *\*Kermit Gaither, Mark Huddleston, Jack Owens, and Robert Clark were absent at time of vote.*

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

### **Treasurer & Finance Report: Stephanie Shillingburg**

- Sarah reviewed the written report in Stephanie's absence.
- Please submit FY26 Budget requests to Sarah before 5/8.
- A Finance committee meeting will be held on 5/8/2025 at 9:00am prior to the Monthly Board of Directors meeting.

**MOTION:** to Accept and File for audit the Treasurer's Report/Documents for March 2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *\*Kermit Gaither, Mark Huddleston, and Robert Clark were absent at time of vote.*

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

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

- Reviewed her written report.

### **Technical Staff Reports:**

#### **Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.
- ASA visit discussion
- Spot Checks to happen in June 2025
- 2027 EOL's to be performed by September 30<sup>th</sup>.

#### **Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Accepted into the Shenandoah County Chamber of Commerce Leadership Course. Classes run April – November.



**Conservation Specialist, Madison Coffey:**

- Reviewed her written report.
- 2 large Animal Waste projects soon to be completed.
- WQ-11 (sinkhole protection) discussion.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.
- Spring = Busy

**Conservation Specialist, Ben Loyd**

- Reviewed written report.
- Gave an update that he received in mail his official Conservation Specialist Certification certificate and letter.

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

- Dana reviewed upcoming educational events in Allyson's absence.
  - Lots of upcoming community events.

**Committee Updates:**

**Conservation Technical - Mary Gessner**

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

Motion to recommend that the board approve cost share for contract 13-25-0104 CCI SL-6W

N/A	13-25-0104	650662	Shenandoah	Stream Exclud	CCI-SL-6W	High		22.85	N	\$	14,125.00
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**Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. Motion Passed.**

**Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston 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	X						Reid Hoak	X		
*Mark Huddleston							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0059 SL-1

CP-13-25-0045	13-25-0059	651977	Frederick	Long Term Veg	SL-1	High	71	36.22	N	\$	26,793.30
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**Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. Motion Passed.**

**Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston 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	X						Reid Hoak	X		
*Mark Huddleston							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0106 SL-6W

CP-13-25-0046	13-25-0106	651947	Frederick	Stream Exclud	SL-6W	Medium	110	12.91	Y	\$	162,432.50
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**Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0062 SL-7**

CP-13-24-0029	13-25-0062	651612	Clarke	Extension of W	SL-7	Medium	89	35.87	N	\$	62,744.00
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**Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0105 SL-7**

CP-13-25-0044	13-25-0105	651565	Shenandoah	Extension of W	SL-7	Low	97	44.95	N	\$	9,284.00
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**Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend that the board approve contract modification for 13-25-0061 SL-6W to a 10 year contract with adjusted cost share.**

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**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

Motion to recommend that the board delegate authority to CTC co-chairs to approve TAC suggestions to be sent to DCR.

**Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend the board approve forwarding VCAP contract 13-25-008 with an estimated cost of \$4,880.00 to the VCAP Steering committee for review. Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend the board approve Tax Credits for contracts 13-24-0012 and 13-25-0017. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend the board approve Tax Credits for contracts 13-24-0012 and 13-25-0017. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither and Mark Huddleston were absent at time of vote.*

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

**Motion to recommend the board approve a request be sent to DCR Variance Committee for an increase in cost share of \$69,148.00 for contract 13-23-0071. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston were absent at time of vote.**

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

**Motion to recommend the board delegate authority to the CTC Chairs to approve increased payment of \$69,148.00 for contract 13-23-0071 if approved by DCR Variance Committee. Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston were absent at time of vote.**

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

**Motion to recommend the board approve a tax credit in the amount of \$25,000.00 for contract 13-23-0071. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston were absent at time of vote.**

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

**Motion to recommend the board approval of continuation of staff participation in TAC as stands. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston were absent at time of vote.**

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

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

- Dam Owner meeting 5/22 (virtual).

#### **Education & Information – Joan Comanor**

- Education & Information Committee: we will meet immediately following the Board meeting to select applicants for YCC Camp and for the VASWCD Scholarship nomination. We will also debrief on Envirothon and outreach event plans.

**Motion: The Board delegates authority to the ED & Info Committee to select the District's nomination for VASWCD scholarship, and award a LFSWCD scholarship (if any suitable candidate); and award a YCC scholarship (if any suitable candidate). Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Mark Huddleston were absent at time of vote.**

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

#### **Legislative – Paul Burkholder**

- Paul reviewed his report.
- Discussion of new bill.
  - On March 24th, Governor Youngkin signed House Bill 1941/Senate Bill 1166 (Invasive Plant Labeling Bill) into law. It will become effective on January 1, 2027.

#### **Personnel – Joan Comanor**

- Reviewed written report.
- Upcoming items of interest
  - Interviews for open position late April.
  - End of year staff reviews to be scheduled for end of May.

#### **Operations – Justin Mackay-Smith**

- Reminded Committee Chairs to review APOW and Strategic Plan and send updates to Allyson to edit for presentation at the May meeting.

### **Local Agency Updates:**

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

- Nothing to report at this time.

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

- Nothing to report at this time.

#### **Shenandoah Pure Water Forum – Jack Owens**

- Nothing to report at this time.

### **Cooperating Agency Reports:**

#### **Natural Resources Conservation Service: Brent Barriteau**

- Brent reviewed his handout on NRCS happenings.

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

- Debbie reviewed her written report, highlighting items of varied importance

**Virginia Cooperative Extension: Robert Clark**

- Bobby gave an update on related items.

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

**Department of Environmental Quality: Sara Jordan**

- Not in attendance.

**Other:**

**Adjournment:**

**MOTION: to Adjourn. Motion made by Robert Clark, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Mark Huddleston, and Paul Burkholder were absent at time of vote.**

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

**The meeting adjourned at 11:50am.**

*Respectfully submitted,*  
*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

**LFSWCD ED & INFO COMMITTEE MEETING MINUTES**  
**April 10, 2025**

Committee Members Present: Dana Gochenour, Sarah Fleming, Mary Gessner, Joan Comanor, Sabrina Heltzel, and Emma Bricker.

Absent: Allyson Ponn, Kermit Gaither, Reid Hoak

The meeting was called to order at 12:02 PM at the Strasburg Community Center.

1. The committee debriefed on the 2025 LFSWCD Envirothon that was held April 1 at Seven Bends State Park. All of the staff and board were happy with the event, including the location, weather and turnout. Because we had several new oral presentation judges, it is recommended that in future years judges should be briefed in advance of the rules they should follow regarding interacting with the teams and with time management procedures. None of the teams used close to the maximum time allowed and thus lost scoring points. Teams should be reminded to bring their presentations on memory sticks as locations often do not have internet access. There were many partners that helped out which was excellent and provided students further exposure to organizations involved in conservation.
2. YCC Applications: no applications were received.
3. The committee discussed the 2 scholarship applications that were received and agreed that 1 was incomplete and thus not considered. The committee agreed the other application had some merit but not likely competitive at the state level. Instead the committee agreed to provide the applicant with a \$500 local scholarship from our funds (motion by Gochenour, second by Bricker, passed unanimously).
4. The committee reviewed the Intern Job Description provided by Ponn and recommended that she should proceed negotiating with the applicant (motion by Gessner, second by Gochenour, passed unanimously).
5. APOW Review: The committee briefly discussed the current plan of work and no updates were recommended for next program year.
6. Other: The committee discussed the plan for the Ag Outreach Event, which is scheduled for May 1 at Laurel Ridge Community College. Allyson had prepared a flyer which Gochenour agreed to forward to the committee for information. It will be held in late afternoon with modest refreshments provided.

Budget proposed for next year: In Ponn's absence, the Committee recommended that she submit the same amount as this year plus intern salary costs for 12 weeks, estimated at \$3600 (motion by Gochenour, second by Gessner, passed unanimously). She should let us know before submitting if she has other recommendations.

There being no further business, the meeting adjourned at 12:45 PM.

Respectfully submitted,

Joan Comanor  
Committee Chairwoman

**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	X	X	X		
Mary Gessner		X	X	X	X	X	A	X	X	X	X		
James Fagan		X	X	X	X	X	X	X	X	A	X		
Kermit Gaither		A	A	A	X	X	X	X	A	X	A		
Jack Owens		A	A	X	A	X	X	X	X	X	X		
Paul Burkholder		X	X	X	X	X	A	X	A	X	X		
Reid Hoak		X	X	X	X	X	X	A	A	X	X		
Justin MacKay-Smith		X	A	X	X	X	X	X	X	X	X		
Randy Buckley		X	X	X	X	X	X	X	X	A	X		
Robert Clark								A	X	X	X		
Emma Bricker		A	X	X	X	X	A	A	A	X	X		
Mark Huddleston		X	X	X	X	X	X	A	A	X	A		
<b>Associate Board of Directors</b>													
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X	X	X	X	A		
Jason Bushong		A	A	A	A	A	A	A	A	A	A		
Ed Pendleton		X	X	A	X	X	X	X	X	A	A		
Ira "Buck" Richards		A	A	A	A	A	A	A	A	A	A		
<b>Staff</b>													
Madison Coffey		X	X	X	X	X	X	X	X	X	X		
Sarah Fleming		X	X	X	X	X	X	M/L	X	X	X		
Dana Gochenour		X	X	T	X	X	X	X	X	X	X		
Nick Livesay		X	X	X	X	P/L	X	X	X	X	X		
Allyson Ponn		X	X	X	X	X	Event	X	X	X	Event		
Sabrina Vladu		X	A/L	X	X	X	X	X	A/L	X	X		
Sam Shelton		X	X	X	X	X	X	X					
Ben Loyd		X	X	X	X	X	X	X	X	X	X		
<b>Guests</b>													
Debbie Cross, DCR		X	X	X	X	X	X	X		X	X		
Brent Baritteau, NRCS		X		X	X	X			X	X	X		
Brian Brezenski, NRCS			X				X						
Bobby Clark							X						
Alex, NRCS							X						



Conservation Technical (CTC)	8/1/2024	9/5/2024	10/10/2025	11/7/2025	12/5/2025	1/2/2025	2/6/2025	3/6/2025	4/3/2025	5/1/2025	6/5/2025
Dam Safety and Easements											
Education & Information	9/12/2024	4/10/2025									
Finance	7/11/2024	9/12/2024	4/10/2025								
Legislative	5/8/2025										
Personnel	8/8/2024	1/9/2025	1/21/2025	3/13/2025	4/28/2025	5/27/2025					
Operations	3/13/2025										

**LORD FAIRFAX SWCD COMMITTEE APPOINTMENTS**  
**District Chair ex officio Member of Each Committee**

<b>Conservation Technical (Urban BMP / *Technical Resource)</b>	<b>Dam Safety &amp; Easements</b>	<b>Education/ Information</b>	<b>Finance</b>	<b>Legislative</b>	<b>Personnel</b>	<b>Operations</b>
<b>Gessner, M. Chair</b>	<b>Fagan, J. Chairman</b>	<b>Comanor, J. Chairwoman</b>	<b>Shillingburg, S. (Treas.) Chair</b>	<b>Burkholder, P. Chairman</b>	<b>Comanor, J. Chair</b>	<b>Mackay-Smith, J. Chairman</b>
<b>Mackay-Smith, J. Vice Chair</b>	Bricker, E.	Bricker, E.	Comanor, J.	Fagan, J.	Gessner, M.	Burkholder, Paul
Buckley, R.	Burkholder, P.	Fleming, S.	Fleming, S.	Gaither, K.	Gochenour, D.	Fleming, S.
Bushong, J.	Comanor, J.	Gaither, K.	Owens, J.	Gessner, M.	Huddleston, M.	Gaither, K.
Coffey, M.	Gessner, M.	Gessner, M.	Coffey, M.	Owens, J.	Shillingburg, S. (Treas.)	Ponn, A.
Gochenour, D.	Gochenour, D.	Gochenour, D.		Hoak, R.		
Heltzel, S.	Huddleston, M.	Hoak, R.		Ponn, A.		
Livesay, N.	Owens, J.	Hetzal, S.				
Loyd, B.	Richards, B.	Ponn, A.				
Mackay-Smith, J.						
Pendleton, E.						
Ponn, A						
Clark, R.						
<b>Pure Water Forum Representative</b>	<b>No. Shenandoah Valley Regional Commission</b>	<b>Shenandoah Co. Water Resources Advisory Committee</b>				
Owens, J.	Gessner, M.	Comanor, J.				

\* When necessary, there will be a separate Technical Resource Committee meeting held following the monthly Conservation Technical Committee meeting.

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Income Designated Receipts			
Comm. Garden/Harv. Fest. Income	650.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	900.00	0.0%
FY 25 VNRCF TA (Base+Add)	635,275.25	504,464.50	125.9%
<b>Total Income Designated Receipts</b>	<b>644,925.25</b>	<b>514,364.50</b>	<b>125.4%</b>
Undesignated Receipts			
County/City Contributions			
Clarke	10,450.00	10,450.00	100.0%
Frederick	9,962.25	13,283.00	75.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
<b>Total County/City Contributions</b>	<b>65,412.25</b>	<b>68,733.00</b>	<b>95.2%</b>
DCR Annual Operations Funds	413,183.00	413,183.00	100.0%
EOL Varification Earnings	7,500.00		
Interest Income	84,819.45	12,000.00	706.8%
Other Income			
Donations	400.00	400.00	100.0%
Refunds	1,033.26		
<b>Total Other Income</b>	<b>1,433.26</b>	<b>400.00</b>	<b>358.3%</b>
VCAP			
VCAP Cost Share	11,545.24		
VCAP TA	4,800.00		
<b>Total VCAP</b>	<b>16,345.24</b>		
<b>Total Undesignated Receipts</b>	<b>588,693.20</b>	<b>494,316.00</b>	<b>119.1%</b>
<b>Total Income</b>	<b>1,233,618.45</b>	<b>1,008,680.50</b>	<b>122.3%</b>
<b>Gross Profit</b>	<b>1,233,618.45</b>	<b>1,008,680.50</b>	<b>122.3%</b>
<b>Expense</b>			
Awards Banquet	3,099.35	3,000.00	103.3%
Community Garden/Harvest Fest.	87.99	1,000.00	8.8%
Dam Maintenance (Expenses)	6,618.00	6,000.00	110.3%
District Regular Expenses			
Board Expenses	9,470.37	15,000.00	63.1%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	175.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	<b>4,542.00</b>	<b>4,500.00</b>	<b>100.9%</b>
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	453.77	500.00	90.8%
Ed Staff Training/Conferences	130.00	300.00	43.3%
Envirothon			
Envirothon Expenditures	630.65		
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
<b>Total Envirothon</b>	<b>949.70</b>	<b>1,000.00</b>	<b>95.0%</b>
Outreach Event(s)	60.00	1,000.00	6.0%
<b>Total Ed &amp; Info / Public Outreach</b>	<b>1,593.47</b>	<b>2,800.00</b>	<b>56.9%</b>

10:24 AM

05/01/25

Cash Basis

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

July 2024 through April 2025

	Jul '24 - Apr 25	Budget	% of Budget
Insurance	257.00	1,750.00	14.7%
Office Expenses			
IT Services & Support / Web	4,897.64	12,500.00	39.2%
Office Equipment	7,256.93	10,000.00	72.6%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,896.00	5,000.00	97.9%
Office Supplies	4,248.93	5,500.00	77.3%
Postage	1,057.72	750.00	141.0%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	4,425.70	6,500.00	68.1%
Vacancy Ads	0.00	0.00	0.0%
Total Office Expenses	27,019.60	54,250.00	49.8%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	3,977.33	10,000.00	39.8%
Staff Salaries & Benefits	511,026.56	718,500.00	71.1%
Total Personnel/Staff Expenses	515,003.89	730,900.00	70.5%
Vehicle Gas & Service	5,623.63	6,000.00	93.7%
Total District Regular Expenses	563,509.96	815,200.00	69.1%
VCAP Expenditures			
VCAP Cost Share disbursements	11,545.24		
Total VCAP Expenditures	11,545.24		
Total Expense	584,860.54	825,200.00	70.9%
Net Ordinary Income	648,757.91	183,480.50	353.6%
Net Income	648,757.91	183,480.50	353.6%

05/01/25  
Cash Basis

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

	Apr 30, 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>	1,523,577.90
<b>Operations</b>	
Envirothon Expenses	-630.65
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
<b>Total Other Income</b>	3,408.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,803.10
<b>Special Projects</b>	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,640.20
<b>Total Community Garden/Harvest Fest.</b>	4,874.06
<b>Total Special Projects</b>	4,874.06
Sales/Services	2,063.70
DCR Operating Funds	539,025.60
Interest	99,781.76
Local Gov't Funds	68,559.54
<b>Total Operations</b>	770,179.94
<b>Restricted Funds</b>	
VNRCF TA	
FY 25 VNRCF TA	281,464.08
<b>Total VNRCF TA</b>	281,464.08
VCAP TA	4,800.00
<b>Cost Share Funds</b>	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	0.00
<b>WQIA</b>	
2025 CB VACS	3,619,941.87
2024 CB VACS	2,948,865.47
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>	9,127,327.51
<b>Total Cost Share Funds</b>	9,127,327.51
<b>Other restricted funds</b>	
Grants	

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

05/01/25

Cash Basis

All Transactions

	Apr 30, 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>9,414,950.53</b>
<b>TOTAL</b>	<b>11,708,708.37</b>

# Lord Fairfax Soil and Water Conservation District

## Reconciliation Detail

### First Bank, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,681,988.51
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	03/05/2025	5479	VACDE	X	-175.00	-175.00
Check	03/21/2025	5487	Queen Street Diner	X	-289.90	-464.90
Check	03/21/2025	5491	Shentel	X	-191.43	-656.33
Check	03/21/2025	5486	Joan M. Comanor	X	-71.40	-727.73
Check	03/21/2025	5489	VASWCD	X	-45.00	-772.73
Check	03/21/2025	5490	Shenandoah County...	X	-25.00	-797.73
Check	04/08/2025	5496	Treasurer, Shenand...	X	-165,460.75	-166,258.48
Check	04/08/2025	5493	Card Services	X	-2,229.76	-168,488.24
Check	04/08/2025	5492	Virginia Business Sy...	X	-508.60	-168,996.84
Check	04/08/2025	5494	Max Real Group, LLC	X	-408.00	-169,404.84
Check	04/08/2025	5495	Virginia Business Sy...	X	-284.82	-169,689.66
Total Checks and Payments					-169,689.66	-169,689.66
<b>Deposits and Credits - 2 items</b>						
Deposit	04/07/2025			X	8,200.00	8,200.00
Deposit	04/30/2025			X	8,469.73	16,669.73
Total Deposits and Credits					16,669.73	16,669.73
Total Cleared Transactions					-153,019.93	-153,019.93
Cleared Balance					-153,019.93	2,528,968.58
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	04/21/2025	5501	Max Real Group, LLC		-408.00	-486.99
Check	04/21/2025	5498	Shenandoah County...		-350.00	-836.99
Check	04/21/2025	5497	Queen Street Diner		-209.30	-1,046.29
Check	04/21/2025	5502	Shentel		-198.05	-1,244.34
Check	04/21/2025	5500	Paul Burkholder		-127.91	-1,372.25
Check	04/21/2025	5499	Edward Pendleton		-116.20	-1,488.45
Check	04/28/2025	5504	Ann Minor		-7,000.00	-8,488.45
Check	04/28/2025	5503	VASWCD		-120.00	-8,608.45
Check	04/28/2025	5505	Laurel Ridge Comm...		-60.00	-8,668.45
Total Checks and Payments					-8,668.45	-8,668.45
<b>Deposits and Credits - 2 items</b>						
Deposit	02/28/2018				23.58	23.58
Deposit	04/16/2020				5,000.00	5,023.58
Total Deposits and Credits					5,023.58	5,023.58
Total Uncleared Transactions					-3,644.87	-3,644.87
Register Balance as of 04/30/2025					-156,664.80	2,525,323.71
<b>Ending Balance</b>					<b>-156,664.80</b>	<b>2,525,323.71</b>

9:11 AM

05/01/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bank, Period Ending 04/30/2025**

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	<b>Apr 30, 25</b>
<b>Beginning Balance</b>	2,681,988.51
<b>Cleared Transactions</b>	
Checks and Payments - 11 items	-169,689.66
Deposits and Credits - 2 items	16,669.73
<b>Total Cleared Transactions</b>	-153,019.93
<b>Cleared Balance</b>	<b>2,528,968.58</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 10 items	-8,668.45
Deposits and Credits - 2 items	5,023.58
<b>Total Uncleared Transactions</b>	-3,644.87
<b>Register Balance as of 04/30/2025</b>	<b>2,525,323.71</b>
<b>Ending Balance</b>	2,525,323.71



9:19 AM

05/01/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,431,974.84
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Check	04/08/2025	3914	Raymon J. Guy	X	-84,744.11	-84,744.11
Check	04/08/2025	3916	Jeffrey W. Gochenour	X	-57,872.26	-142,616.37
Check	04/08/2025	3906	Dennis D. Baker	X	-3,582.60	-146,198.97
Check	04/08/2025	3910	Ridge View Dairy LLC	X	-3,564.00	-149,762.97
Check	04/08/2025	3915	Barry A. Foltz	X	-3,473.25	-153,236.22
Check	04/08/2025	3907	Hubbel J. French	X	-1,930.00	-155,166.22
Check	04/08/2025	3908	Frederick Lee Hepner	X	-1,734.30	-156,900.52
Check	04/08/2025	3911	Trinity Farm LLC	X	-1,108.80	-158,009.32
Check	04/08/2025	3913	Todd B. Lumpkin	X	-999.80	-159,009.12
Check	04/08/2025	3904	Beverly R. Sine	X	-532.60	-159,541.72
Check	04/08/2025	3909	Matthew J. St. Clair	X	-308.00	-159,849.72
Check	04/08/2025	3912	Danny L. Rosenberger	X	-260.00	-160,109.72
Check	04/09/2025	3918	Kimberly A. Henders...	X	-10,050.00	-170,159.72
Total Checks and Payments					-170,159.72	-170,159.72
<b>Deposits and Credits - 1 item</b>						
Deposit	04/30/2025			X	30,756.77	30,756.77
Total Deposits and Credits					30,756.77	30,756.77
Total Cleared Transactions					-139,402.95	-139,402.95
Cleared Balance					-139,402.95	9,292,571.89
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	04/08/2025	3905	Hockman Farms		-1,105.40	-1,105.40
Check	04/09/2025	3917	Roger L. Cook		-366.60	-1,472.00
Check	04/28/2025	3919	Stony Creek Farm, ...		-14,125.00	-15,597.00
Check	04/30/2025	3920	Audley Farm		-93,615.67	-109,212.67
Total Checks and Payments					-109,212.67	-109,212.67
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-109,187.23	-109,187.23
Register Balance as of 04/30/2025					-248,590.18	9,183,384.66
<b>Ending Balance</b>					<b>-248,590.18</b>	<b>9,183,384.66</b>

9:18 AM

05/01/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2025**

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	<u>Apr 30, 25</u>
<b>Beginning Balance</b>	9,431,974.84
<b>Cleared Transactions</b>	
Checks and Payments - 13 items	-170,159.72
Deposits and Credits - 1 item	30,756.77
	<u>                                </u>
<b>Total Cleared Transactions</b>	-139,402.95
	<u>                                </u>
<b>Cleared Balance</b>	<b>9,292,571.89</b>
	<u>                                </u>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-109,212.67
Deposits and Credits - 1 item	25.44
	<u>                                </u>
<b>Total Uncleared Transactions</b>	-109,187.23
	<u>                                </u>
<b>Register Balance as of 04/30/2025</b>	<b>9,183,384.66</b>
	<u>                                </u>
<b>Ending Balance</b>	9,183,384.66



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# The Lord Fairfax Soil and Water Conservation District Annual Plan of Work

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July 1, 2025 - June 30, 2026



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## Annual Plan of Work July 1, 2025 – June 30, 2026

The Commonwealth of Virginia supports the Lord Fairfax Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation. In exchange for that support, the District is charged with providing specific administrative and technical assistance in the jurisdictions it serves.

The District's Annual Plan of Work is implemented by the work of its committees. Committees work to directly benefit water quality and to further Virginia's commitment to the Chesapeake 2000 agreement, the Commonwealth's TMDL program, EPA's Chesapeake Bay TMDL program, and requirements to protect soils and improve water quality in the District.

The State of Virginia encourages all SWCDs to apply public funds in the most cost-effective manner and to take every opportunity to increase the effectiveness of every public dollar spent. With this in mind, each District committee has considered its activities for the coming year. The District presents the following Plan of Work to guide its employees and committees.



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## Conservation Technical Committee

**Chair: M. Gessner**

**Vice Chair: J. Mackay Smith**

**Committee Members: R. Buckley, J. Bushong, R. Clark, M. Coffey, D. Gochenour, S. Heltzel, N. Livesay, B. Loyd, E. Pendleton, A. Ponn.**

**Mission:** To assist the District in improving soil and water quality by establishing priorities for the allocation of cost-share funds for the installation of Best Management Practices (BMPs), reviewing applications for those funds, and recommending approval of applications to the Board. The committee will prioritize the allocation of cost- share funds to projects that demonstrate the greatest pollution reduction.

The Conservation Technical Committee will carry out all responsibilities mandated by the District Board, Department of Conservation and Recreation (DCR) and the Virginia Association of Soil and Water Conservation Districts (VASWCD).

**Goal:** Strengthen the capacity of the District to effectively address the soil and water conservation needs of our communities.

**Key Activities:** The focus of our activities in the coming year will be to increase the number of BMPs that are installed throughout District watersheds with particular emphasis on the Chesapeake Bay watershed. The District will direct its resources to the recruitment and installation of the most cost- effective practices that obtain the greatest water pollution reduction and soil protection. The committee will continue to identify sources of water quality impairment in District watersheds, and encourage cooperation through technical assistance, education and outreach.

### **Tasks:**

- The Committee will meet monthly at the District office on the Thursday preceding the District Board meeting to review cost-share applications and other association business.
- Prepare committee's plan of work for fiscal year 2027 for submission to the Board before June 1<sup>st</sup>, 2026.
- Review applications and make recommendations to the Board of Directors for tax credits and cost share funding for BMPs.
- Make certain that BMPs are cost-effective and directly benefit water quality.
- Support the Chesapeake Bay TMDL Development Plan as well as TMDL Implementation Plans for all TMDL watersheds within the District.
- Respond to State and local requests for input on BMP cost share programs.



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Tasks, continued:

- Provide guidance to the Board of Directors with respect to special requests made to the District that relate to technical soil and water conservation issues.
- Partner with other organizations and agencies to maximize the resources available for potential applicants, promote participation and effective outreach.
- Annually establish VACS priorities and secondary considerations for the funding of agricultural BMPs. At the June 2026 committee meeting, the Committee will develop its priorities and secondary considerations to be submitted for approval at the June Board meeting. The list of primary and secondary considerations will be used to develop the LFSWCD ranking spreadsheet and update it prior to the start of each fiscal year. (DCR must approve the two documents before any fiscal 2027 cost-share applications can be approved).
- Assist in BMP Verifications and inspections within each Director's jurisdiction, to insure proper installation and maintenance of BMPs, as directed by DCR and VASWCD.
- Assist the District as requested with Agricultural Stewardship Act complaints.
- Approve VACS cost- share funds and tax credits for projects using the hydrologic unit priority (established by DCR), LFSWCD ranking spreadsheet, and Conservation Efficiency Factor to determine its recommendations.
- Encourage staff to promote all applicable soil and water conservation related programs (federal cost share programs such as CREP, EQIP, CSP; state cost share, grants and loan programs) when recruiting cooperators and designing effective conservation plans.
- Staff will report all project information relating to BMPs by entering data into the associated CAS program, supplying up-to-date contract forms (parts I, II, & III) to the Administrative Specialist for payment upon certification of practice completion.
- Establish and update the average cost list annually. Actual practice installation costs will be used for updating the average cost list.
- Propose outreach activities needed to help inform and recruit BMP participation to the Education and Outreach Committee.
- Consult with relevant entities to help them reach their public education and outreach goals in the field of water conservation, and to continue to educate the public on current issues regarding non-point source pollution, and BMP programs the District has available.
- Serve on the cost-share programs Technical Advisory Committee (TAC) to improve the program and advocate for potential BMPs within our jurisdiction.



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## Dam Safety & Easements Committee

**Chair: J. Fagan**

**Committee Members: E. Bricker, P. Burkholder, J. Comanor, D. Gochenour, M. Gessner, M. Huddleston, J. Owens, I. Richards**

**Mission:** The Dam Safety & Easement Committee will work with DCR and NRCS to ensure that Lake Laura Dam #9 and Bird Haven Dam #10 are maintained and improved in compliance with applicable state regulations. We will also facilitate DCR's assistance to the Town of Woodstock for the Woodstock Reservoir.

The Committee is also engaged in education, development, holding, and monitoring of conservation easements. The District's primary expertise regarding conservation easements is related to soil and water conservation, water quality, and sustaining natural resources including the development of conservation plans and implementation of agricultural BMPs. The Committee will evaluate easement opportunities on behalf of the Board to determine the following:

- The extent to which proposed easements are consistent with the District's overall mission.
- Whether or not proposed easements will unduly burden the District.
- For each proposed easement, recommend that the Board accept or decline to hold such easement.
- Ensure that a process is in place to monitor all easements held by the District.

**Goal:** Strengthen the capacity of the District to effectively address the soil and water conservation needs of our communities.

**Key Activities:** Support and develop programs that educate and involve all members of the community in the work of the district. Strengthen existing partnerships, and develop new ones to support the work of the District.

### **Dam Related Tasks:**

- Obtain technical and engineering support for the maintenance and improvement of the District's dams, working through DCR's Division of Dam Safety, Floodplain Management, and Flood Resilience and the DCR Division of Soil and Water Conservation's District Dam Engineer
- Conduct required dam inspections and maintenance through District staff, the Dam Safety Committee, and District Dam Engineer
- Maintain and operate the District's dams safely, satisfying federal and state requirements, in cooperation with Bryce Resort.



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Tasks, Continued:

- Secure current operating certificates for the dams, work with the District Dam Engineer, and Shenandoah County to maintain current emergency action plans.
- Obtains funds for maintenance and repair to the extent possible.
- Encourage both staff and Directors to participate in the Dam Owners' Work Group meetings to learn about dam safety, maintenance and other dam issues.
- Participate in the Joint Procurement for Engineering Services Term Contract by maintaining a valid MOU with the lead district
- Cooperate with the Legislative Committee to encourage funding by the State and Federal governments of dam maintenance, repair, and improvement.

*NRCS Action Plan:*

- Assist the District in annual maintenance inspections of Stony Creeks Dams #9 & #10.
- Coordinate as necessary with NRCS Watershed Programs Manager and State Engineer about needed improvements to Dams # 9 and #10.

Easement Related Tasks:

- Evaluate proposed easements and seek to partner with appropriate land trusts, local governments and state agencies to ensure that adequate resources are in place to prepare legal documents and provide enforcement of easement terms.
- Ensure that necessary monitoring is properly completed for easements held solely and co-held by the District.
- Participate with other area land trusts, local governments and various stakeholder groups to educate the public about the benefits of easements and purchase of development rights.
- Work with other SWCDs and DCR to obtain enforcement powers through the Attorney General's office.





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## Education and Information Committee

**Chair: J. Comanor**

**Committee Members: E. Bricker, D. Gochenour, S. Fleming, K. Gaither, M. Gessner, S. Heltzel, R. Hoak, A. Ponn**

**Mission:** To increase community knowledge of, and commitment to the conservation of soil and water through communication with local communities, local governments, agricultural organizations, environmental organizations and individuals. To promote environmental education programs in the community and to support and encourage related education activities within the District.

**Key Activities:** Identify, design and implement a variety of educational activities to inform constituents about the purpose and work of the district, and the jurisdiction residents' roles in conserving water quality and soil health.

### **Information/Communication Tasks:**

- Keep the community informed of conservation activities by distributing three newsletters a year to the District's email address list. Expand the list. Solicit submissions from directors, associate directors and partners for the District's newsletter.
- Publish and distribute by mid-August the annual report for the previous fiscal year.
- Annually update the Ag BMP Action Plan, outlining education and information efforts for promoting cost-share programs.
- Partner with other District committees to develop and distribute informational materials and presentations as requested.
- Work with other staff members to create, maintain, and update a diverse library of materials, including photos of Ag BMPs, examples of conservation problem areas, youth activities, etc., for District informational displays and presentations.
- Maintain the District website and Facebook page and update as needed.
- Monitor expenditures of the current fiscal year approved budget and develop an operational budget for next program year by April.
- Establish and maintain effective working relationships with local print media to enhance coverage of the District activities.
- Submit no less than six (6) conservation-oriented items per year to appropriate information outlets, such as newspapers, other newsletters, partners' websites, etc.
- Develop and maintain a calendar of education and information events, activities and deadlines. Keep Education & Information Committee members informed of progress and due dates for action items.
- Establish and maintain working relationships with key individuals, organizations and partners.
- Monitor FOIA requests and follow-up actions taken. Annually review the policy regarding fees for provision of requested documents to ensure they are appropriate.



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### Education Tasks:

- Sponsor and conduct the Annual District-level Envirothon Competition, as well as sponsor the District winning team at the Area I Regional Competition. Recruit full participation by ALL District high schools. Continue sponsorship of the District Envirothon winning teams, as appropriate and needed, to State and National Competitions.
- Solicit, evaluate applications, select, and sponsor camper(s) to the annual State Youth Conservation Camp.
- Solicit, evaluate applications, select, and nominate a High School Student from the District for the State SWCD scholarship. Recommend LFSWCD-sponsored scholarship (s) as appropriate.
- Partner with all local school systems in the District to sponsor environmental education activities.

### Special Events/Activities Tasks:

- Participate in conservation activities across the District as opportunities arise to promote District activities (eg., Conservation Field Days, Earth Day, Arbor Day, Soil & Water Stewardship Week, and local watershed meetings).
- Enlist the involvement of directors and associate directors in carrying out education-related activities for adults and families, especially within their home jurisdictions and localities.
- Cooperate with District committees on educational programs and meetings that address relevant issues. Conduct at least one (1) producer Field Day/Workshop or cooperate with a partner organization in a field event.
- Arrange logistics and plan the program and awards for the Annual Awards Luncheon.
- Conduct an evaluation of current District educational and informational activities and develop a long-range plan based on results of the evaluation for activities most effective in promoting conservation knowledge and implementation, with community and partner involvement.
- Host at least one agriculture outreach event as outlined in the Attachment F of the Department of Conservation and Recreation Grant Deliverables.



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## Finance Committee

**Chair: S. Shillingburg**

**Committee Members: J. Comanor, S. Fleming, J. Owens, M. Coffey**

**Mission:** The Finance Committee oversees financial aspects of District operations. The Committee assures compliance with applicable fiscal laws, protects District assets, enables the District to operate in a financially sound and efficient manner, and monitors use of funds to ensure surety bond compliance and auditor approval.

**Goal:** To assure that The District fiscal operations are conducted in a manner consistent with the District's Standard Operating Procedures and the Desktop Procedures for District Fiscal Operations, issued by the Virginia Department of Conservation and Recreation, July 1, 2022.

**Key Activities:** Conduct District fiscal operations in a manner consistent with the District's Standard Operating Procedures and the Desktop Procedures for District Fiscal Operations, issued by the Virginia Department of Conservation and Recreation, July 1, 2022.

### **Tasks:**

- Prepare monthly budget reports for presentation at Board Meetings.
- Apply sound and consistent accounting principles to the management of all District funds.
- Manage and invest District funds. Establish and maintain a plan to optimize CD management.
- Review financial data on a monthly basis to assure the District's sound financial position.
- Assist directors and staff, and ensure coordination with all committees to:
  - Identify funding sources;
  - Obtain funds from such sources; and,
  - Integrate these funds into the total budget
- Track all funding accounts and complete required DCR quarterly and annual reports in a timely fashion.
- Maintain accounts in a condition that will successfully pass all audits.
- Make preparations for an audit this fiscal year.
- Maintain and update District written financial policies, including the purchasing policy and the credit card policy, and ensure compliance.
- Comply will all surety bond requirements.
- Establish specific reserves for dam maintenance and other contingent obligations.
- Draft annual budget to propose to the District Board by May.



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## Legislative Committee

**Chair: P. Burkholder**

**Committee Members: J. Fagan, K. Gaither, M. Gessner, R. Hoak, J. Owens, A. Ponn**

**Mission:** With Board approval, the District Legislative Committee will recommend legislation to the State Association's Legislative Committee. It will evaluate proposed legislation pertinent to soil and water conservation introduced in the General Assembly, alert the Board to issues relevant to local concerns and recommend action when appropriate.

**Goal:** Maintain and enhance a District Advocacy Plan.

**Key Activities:** Support the VASWCD annual legislative priorities. Maintain effective relationships with Federal, State, and local government decision makers.

**Tasks:**

- Maintain personal contact with legislators concerning proposed legislation at least twice a year.
- Work directly with legislators and through the State Association's office on issues affecting soil and water conservation.
- Respond to requests for support of needed legislation from the State and National Associations of Conservation Districts.
- Maintain liaison with other agencies, including USDA Natural Resources Conservation Service and Farm Service Agency, DCR, Virginia Department of Environmental Quality, Virginia Department of Forestry and the Virginia Department of Transportation so as to coordinate efforts.
- Attend state, area, and national meetings when possible to keep abreast of actions, concerns, and proposed efforts at those levels.
- Become acquainted with and maintain liaison with local governing and planning agencies and their personnel, to apprise them of our interests and willingness to provide information for planning and zoning.
- Invite legislators to address Board meetings on an annual basis.
- Support VASWCD funding and other legislative initiatives. The Committee will participate in state lobbying efforts related to cost-share programs for BMPs and Soil and Water Conservation Districts' administrative budgets.
- Work with the General Assembly members to encourage funding for dam maintenance.



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## Operations Committee

**Chair: J. Mackay-Smith**

**Committee Members: P. Burkholder S. Fleming, K. Gaither, A. Ponn.**

**Mission:** The Operations Committee undertakes those tasks which do not fall within the purview of other committees, or which may be assigned to it by the Board Chairman.

### **Goals:**

- To Strengthen the Capacity of the District by Improving Its Organizational Efficiency and Effectiveness.
- Strengthen the Capacity of the District to Effectively Address the Soil & Water Conservation Needs of Our Communities

### **Key Activities:**

- Ensure the appropriate level of representation of local jurisdictions by Directors and Associate Directors.
- Develop and implement concepts, tools, and technologies to improve District efficiency and effectiveness.
- Develop, share and implement an Annual Plan of Work.

### **Tasks:**

- Vet and recommend for Board approval applicants for associate directorships.
- Vet and recommend for Board approval the nomination of directorship applicants for confirmation by the Virginia Soil and Water Conservation Board.
- Review the District's Standard Operating Procedures, making recommendations to the Board as circumstances require.
- Recommend, for Board approval, nominations for Association and other awards given outside the District.
- Conduct, two times a year, a review of the Annual Plan of Work. Review will be held in conjunction with committee chairs. Recommendations to be presented to the Board for its consideration.
- Conduct, in conjunction with committee chairs, the annual review of the Strategic Plan. Recommendations to be presented to the Board for its consideration.
- Review the District's vehicle maintenance documents at least once a year. Additionally, the committee will access if new vehicles are needed at lease once every three years.
- Review the District's office inventory list annually.



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## Personnel Committee

**Chair: J. Comanor**

**Committee Members: M. Huddleston, M. Gessner, D. Gochenour, S. Shillingburg.**

**Mission:** Foster personnel practices that encourage Directors, Associate Directors, and staff to contribute effectively to District activities.

**Goal:** Strengthen the capacity of the District by improving its organizational efficiency and effectiveness.

**Key Activities:** Ensure the appropriate level of technical staff to support the District's work load. Provide for the continuing education and training of Board members and staff, in conjunction with the VASWCD Educational Foundation, and other partner organizations.

### Tasks:

- Review written personnel policies and recommend changes, if any, to the Board.
- Evaluate current staffing levels and responsibilities and recommend any necessary adjustments to meet District responsibilities under the Agricultural BMP program, TMDL Implementation Plans, dam safety and maintenance regulations, and other responsibilities.
- Ensure that personnel policies and decisions are based on merit principles.
- Ensure that personnel management is conducted according to written policies.
- Recommend to the Board salary levels for employees, and appropriate adjustments.
- Apply a Pay Band system to personnel salaries.
- Review staff monthly reports and approve training plans for each employee.
- Conduct midyear progress and IDP review discussions each January, and provide annual performance ratings for each employee and set new performance standards for the next fiscal year in June each year.
- Update employee job descriptions and priorities, and communicate any changes to employees.
- Respond to all employee grievances.
- Respond to District Directors' concerns involving employee-related matters.
- Review and update District Director's Reference Book.



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*The Commonwealth of Virginia supports the Lord Fairfax Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.*

*The District also receives financial and administrative support from the Counties of Clarke, Frederick, Shenandoah, and Warren, and the City of Winchester.*



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# The Lord Fairfax Soil and Water Conservation District Strategic Plan

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July 1, 2022- June 30, 2026



# LFSWCD Strategic Plan: PY2023 - PY2026

## **Vision:**

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

## **Mission:**

**To conserve, protect, and enhance the quality of our regions soil and water.**

## **About Us:**

Organized under the authority of the Soil Conservation District Law as passed by the Virginia General Assembly of 1938, the Lord Fairfax Soil and Water Conservation District is responsible for activities in the counties of Clarke, Frederick, Shenandoah and Warren, and in the City of Winchester in support of our mission.

The State provides funds to the District and establishes requirements for Agricultural and Urban Best Management Practices (BMPs) to carry out our conservation activities. Local counties also provide funds for the District's work, and the District seeks grants and other financial assistance when possible.

In cooperation with the USDA Natural Resources Conservation Service, State and local governments, and private organizations; the District's professional staff, Directors, and Associate Directors work with landowners who want to undertake BMPs.

The District provides educational programs targeting both youth and adults to promote ecologically sound use of land and water resources. The District is also responsible for the operation and management of two dams, both located in the Basye area of Shenandoah County



1 Strengthen the Capacity of the District by Improving its Organizational Efficiency and Effectiveness	2 Maintain and Enhance a District Advocacy Plan	3 Increase and Stabilize LFSWCD Funding	4 Strengthen the Capacity of the District to Effectively Address Soil & Water Conservation Needs of our Communities
<ol style="list-style-type: none"> <li>1. Ensure the appropriate level of representation of local jurisdictions by Directors and Associate Directors.</li> <li>2. Ensure the appropriate level of technical staff to support District's work load.</li> <li>3. Provide for the continuing education and training of Board members and staff in conjunction with the VASWCD Educational Foundation and other partner organizations.</li> <li>4. Improve the use of Committees to develop and manage specific initiatives.</li> <li>5. Develop and implement concepts, tools, and technologies to improve District efficiency and effectiveness</li> </ol>	<ol style="list-style-type: none"> <li>1. Support the VASWCD annual legislative priorities.</li> <li>2. Maintain effective relationships with Federal, State, and local government decision makers.</li> <li>3. Advocate within the District on SWCD member approved policies.</li> <li>4. Develop and maintain State and local partnerships to promote District mission.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work collaboratively with State and local governments to increase the District's funding support.</li> <li>2. Provide budget and program updates to local elected officials to develop and maintain District awareness.</li> <li>3. Identify grants and other sources of financial assistance to support the District's work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strengthen existing and develop new partnerships to support the work of the District.</li> <li>2. Develop and evaluate public relations initiatives to enhance awareness and value of District activities and programs.</li> <li>3. Sponsor and promote District recognition programs.</li> <li>4. Support and develop programs that educate and involve all members of the community, highlighting the agriculture and urban cost-share programs.</li> <li>5. Develop, share and implement an Annual Plan of Work.</li> </ol>

*The Commonwealth of Virginia supports the Lord Fairfax Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.*

*The District also receives financial and administrative support from the Counties of Clarke, Frederick, Shenandoah, and Warren, and the City of Winchester.*

*Equal opportunity provider and employer.*

*All programs and services of the District are offered on a nondiscriminatory basis, without regard to race, color, national origin, sex, age, marital status, handicap or political affiliation.*

Signed: \_\_\_\_\_  
Richard Hoover, Board Chairman

Board Approval Date:  
June 9, 2022

	Review Date
2022-2023 Review	
2023-2024 Review	
2024-2025 Review	
2025-2026 Review	

5.1.2025 CTC Meeting Motions and Vote Tally												
Motion 1:	Motion to recommend that the board approve cost-share increase for SL-6W contract 13-25-0009 instance 593051.											Made By: RC, JMS
	CP-13-25-0008	13-25-0009	593051	Shenandoah	Stream Exclud	SL-6W	High	107	9.66	Y	\$	18,918.12
	<div>Abstentions:</div> <div>NL abstains due to managing project</div>											<div>Vote #</div> <div>Yay 10</div> <div>Nays 0</div> <div>Abstains 1</div> <div>Motion Passes</div>
Motion 2:	Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0107 SL-6W											Made By: DG, JMS
	CP-13-25-0047	13-25-0107	653703	Shenandoah	Stream Exclud	SL-6W	High	99	11.83	Y	\$	154,042.50
	<div>Abstentions:</div> <div>SH abstains due to managing project</div>											<div>Vote #</div> <div>Yay 10</div> <div>Nays 0</div> <div>Abstains 1</div> <div>Motion Passes</div>
Motion 3:	Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0108 SL-6W											Made By: RC, DG
	CP-13-25-0048	13-25-0108	656484	Clarke	Stream Exclud	SL-6W	Low	96	25.37	Y	\$	273,517.50
	<div>Abstentions:</div> <div>BL abstains due to managing project</div>											<div>Vote #</div> <div>Yay 9</div> <div>Nays 1</div> <div>Abstains 1</div> <div>Motion Passes</div>
Motion 4:	Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0111 SL-6W											Made By: JB, JMS
	CP-13-25-0051	13-25-0111	656908	Shenandoah	Stream Exclud	SL-6W	Low	89	17.90	Y	\$	262,971.25
	<div>Abstentions:</div> <div>NL abstains due to managing project</div>											<div>Vote #</div> <div>Yay 10</div> <div>Nays 0</div> <div>Abstains 1</div> <div>Motion Passes</div>
Motion 5:	Motion to recommend that the board approve proposed changes to the secondary considerations for PY26 and forward to DCR for approval											Made By: JMS, JB
	<div>Abstentions:</div>											<div>Vote #</div> <div>Yay 11</div> <div>Nays 0</div> <div>Abstains 0</div> <div>Motion Passes</div>
Motion 6:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0109 SL-1											Made By: NL, JMS
	CP-13-25-0049	13-25-0109	656695	Shenandoah	Long Term Veg	SL-1	High	86	28.70	N	\$	5,147.50
	<div>Abstentions:</div>											<div>Vote #</div> <div>Yay 11</div> <div>Nays 0</div> <div>Abstains 0</div> <div>Motion Passes</div>
Motion 7:	Motion to recommend that the board approve cost-share increase for SL-6W contract 13-25-0023 instance 614584											Made By: RB, JMS
	CP-13-25-0020	13-25-0023	614584	Shenandoah	Stream Exclud	SL-6W	L	119	28.00	Y	\$	6,600.00
	<div>Abstentions:</div>											<div>Vote #</div> <div>Yay 11</div> <div>Nays 0</div> <div>Abstains 0</div> <div>Motion Passes</div>
Motion 8:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0110 SL-6W and SL-6N											Made By: SH, DG
	CP-13-25-0050	13-25-0110	656815	Clarke	Stream Exclud	SL-6N	L	111	21.74	N	\$	6,595.65
	<div>Vote #</div>											

CP-13-25-0050		13-25-0110	656814	Clarke	Stream Exclud	SL-6W	L	110	32.98	Y	\$	60,721.40	Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 9:	Motion to recommend that the board cancel contract 13-25-0003 SL-1 and WP-4LC per the participant's request.												Made By: DG, RB	
CP-NRCS	13-25-0003	590856	2025 CB VACS	SL-1	\$	497.00							Vote	#
	13-25-0003	642496	2025 CB VACS	WP-4LC	\$	142,829.12							Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 10:	Motion to to recommend the board approve updated to the PY 26 Ranking Sheets												Made By: JMS, RB	
													Vote	#
													Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 11:	Motion to recommend the board forward remaining PY23 contracts to DCR for final carryover request												Made By: JB, RC	
													Vote	#
													Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 12:	Motion to recommend the board sign the Voluntary Ag BMP MOU												Made By: JMS, RB	
													Vote	#
													Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 13:	Motion to recommend the board delegate authority to the CTC co-chairs for end of program year actions needed for cost-share or tax credits												Made By: MC, SH	
													Vote	#
													Yay	11
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	

5.1.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: M. Gessner

Members Present: J. Bushong, E. Pendelton, J. Mackay-Smith, D. Gochenour, S. Heltzel, N. Livesay, B. Loyd, R. Buckley, A. Ponn, R. Clark

Members Absent:

Others Present: K. Bauserman, M. Coffey, D. Cross

Call to Order: 9:58 AM    Motion by: MG

Adjourn: 11:15 AM    Motion by: JM

Fund Source:	Total funds available after 3/13/2025 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 3/26/25	Obligated - Paid as of 3/26/2025	Obligated as of 3/26/2025	Total Allocation from DCR
2025 CB VACS	\$ 2,776,665.08	\$ 30,824.58	\$ 152,688.70	\$ 2,960,178.36	\$ 788,513.92	\$ 2,171,664.44	\$ 7,795,285.92	\$ 4,768,635.99	\$ 4,995,589.23	\$ 7,760,995.00
Total Obligated for 2025 CB VACS								\$ 4,995,589.23		
Percent Obligated for 2025 CB VACS								64.37%		

\*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, Secondary Considerations, Ranking Sheets, June CTC Meeting Dates, 4th Year Carryovers, VCE MOU

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-25-0017	642605	2025 CB VACS	SL-6N	\$ 9,362.58	\$ 5,870.25	Complete	BL	tax credit approved at the April board meeting
13-25-0003	590856	2025 CB VACS	SL-1	\$ 497.00	\$ -	Approved	MC	participant wishes to cancel
13-25-0003	642496	2025 CB VACS	WP-4LC	\$ 142,829.12	\$ -	Approved	MC	participant wishes to cancel

Total of Cancellations and Underbudgets: \$ 152,688.70

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
Total Tax Credits presented for approval:					\$ -						
Total Tax Credits Approved:					\$ -						

2025 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-25-0008	13-25-0009	593051	Shenandoah	Stream Exclusion with V	SL-6W	High	107	9.66	Y	\$ 18,918.12			x	Approved	BL/NL	increase for stream crossings
CP-13-25-0047	13-25-0107	653703	Shenandoah	Stream Exclusion with V	SL-6W	High	99	11.83	Y	\$ 154,042.50			x	Unapproved	SH	
CP-13-25-0049	13-25-0109	656695	Shenandoah	Long Term Vegetative C	SL-1	High	86	28.70	N	\$ 5,147.50			x	Unapproved	MC	5 year alfalfa/orchardgrass mixed hay
CP-13-25-0020	13-25-0023	614584	Shenandoah	Stream Exclusion with V	SL-6W	L	119	28.00	Y	\$ 6,600.00			x	Approved	MC	increase for electric line item
CP-13-25-0050	13-25-0110	656815	Clarke	Stream Exclusion with N	SL-6N	L	111	21.74	N	\$ 6,595.65			x	Unapproved	MC	piggyback 15-year, 10-ft setback
CP-13-25-0050	13-25-0110	656814	Clarke	Stream Exclusion with V	SL-6W	L	110	32.98	Y	\$ 60,721.40			x	Unapproved	MC	piggyback 15-year, 50-ft setback
CP-13-25-0048	13-25-0108	656484	Clarke	Stream Exclusion with V	SL-6W	Low	96	25.37	Y	\$ 273,517.50			x	Unapproved	BL	
CP-13-25-0051	13-25-0111	656908	Shenandoah	Stream Exclusion with V	SL-6W	Low	89	17.90	Y	\$ 262,971.25			x	Unapproved	NL	50 ft, 15-yr
Total 2025 CB VACS Contracts awaiting Variance Review							=									
Total 2025 CB VACS Contracts presented for approval:							\$ 788,513.92									
Total 2025 CB VACS Funds Approved:							\$ 788,513.92									

VCAP

Contract	County	Practice Code	Estimated Cost Share Payment	Tabled	Denied	Approved	Staff	Notes
Total VCAP Contracts presented for approval:			\$ -					
Total VCAP Contracts Approved:			\$ -					

5.1.2025 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 3/13/2025 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 3/26/2025	Obligated-Paid as of 3/26/2025		Ending Balance
2022 CB VACS	\$ 17,569.08			\$ 17,569.08	\$ -	\$ 17,569.08	\$ 831,934.72	\$ 814,365.64	\$	17,569.08
2023 CB VACS Transfer (2022)	\$ 31,377.00			\$ 31,377.00		\$ 31,377.00	\$ 209,605.18	\$ 178,228.18	\$	31,377.00
2023 CB VACS	\$ 254,164.06			\$ 254,164.06		\$ 254,164.06	\$ 1,516,980.27	\$ 1,262,816.21	\$	254,164.06
2024 CB VACS Transfer (2014)	\$ -			\$ -		\$ -	\$ -	\$ -	\$	-
2024 CB VACS	\$ 363,513.43		\$ 58,727.35	\$ 422,240.78	\$ -	\$ 422,240.78	\$ 3,042,481.14	\$ 2,650,048.24	\$	392,432.90

\*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
13-24-0094	586159	2024 CB VACS	SL-6W	\$ 17,698.39	\$ -	Complete	NL	underbudget
13-24-0012	556434	2024 CB VACS	WP-2W	\$ 1,267.13	\$ 253.81	Complete	MC	underbudget
13-24-0058	584621	2024 CB VACS	SL-6W	\$ 39,761.83	\$ -	Complete	BL	underbudget
Total of Cancellations and Underbudgets:					\$ 58,727.35			

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
Total 2024 CB VACS Transfer Funds Presented for Approval:								\$						
Total 2024 CB VACS Transfer Funds Approved:								\$						

2024 CB VACS Fund

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



### 5.1.2025 CTC Meeting Motions and Vote Tally

### 2026 LFSWCD BMP Practice Ranking Sheet - Stream Protection

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: CCI- WP-2N & SL-6N

Contract	
Practice Code	
Estimated Cost-Share	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership</b>			
Practice is in conjunction with approved partner agency project (CREP, CCRP, EQIP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or annually works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>All Waterways Are Excluded from Livestock</b>			
yes, the planned project will fence out all waterbodies on the farm		0	0
no, livestock will not be restricted from all the waterbodies on the farm		-20	0
<b>Acreage Improved by Practice Installation (Acreage of Fields in Which Practice is Installed) *If on the boundary, choose larger</b>			
very large (more than 150 acres)		10	0
Between 100 and 150 acres		8	0
Between 50 and 99 acres		6	0
Between 11 and 49 acres		4	0
Less than 10 acres		0	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Practice Lifespan:</b>			
Maximum lifespan available		10	0
Less than maximum lifespan		0	0
<b>Comprehensive Conservation Planning:</b>			
Practice is addressing all the acreage within the farming unit		20	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
drainage way (only flows after storm event but has defined channel, not shown on topo)		1	0
<b>Practice will result in the creation of a riparian area through:</b>			
buffer establishment (planting trees and shrubs)		20	0
<b>Linear Feet of Streambank Protected:</b>			
10,000 feet or greater		20	0
Between 6,000 and 10,000 feet		15	0
Between 4,000 and 6,000 feet		10	0
Between 2,000 and 4,000 feet		8	0
Between 1,000 and 2,000 feet		6	0
Less than 1,000 feet		4	0
<b>Width of Buffer:</b>			
50 feet or greater		10	0
35 feet		7	0
25 feet		5	0
10 feet		3	0
Less than 10 feet		1	0
<b>Nutrient Management:</b>			
Producer is currently implementing a nutrient management plan		10	0
Producer will implement a new nutrient management plan (required or voluntary)		5	0
Producer will not be implementing a nutrient management plan		0	0
<b>Animal Units (A.U. = 1,000 lbs):</b>			
very high (more than 150 animal units)		10	0
high (between 100 and 149 animal units)		8	0
medium (between 50 and 99 animal units)		6	0
low (between 20 and 49 animal units)		4	0
very low (below 20 animal units)		2	0
<b>Grazing Management (Planning for):</b>			
Management Intensive Grazing System		10	0
Rotational Grazing System		5	0
Continuous Grazing System		1	0
<b>Stocking Rate: Animal Units Per Acre (Divide number of Animal Units Per Acreage of Whole Grazing System)</b>			
moderate/appropriate (equal to or less than .5)		10	0
high (.6 - 1)		5	0
overstocked (greater than 1)		-5	0
<b>Total Ranking Points</b>			0
<b>Total Estimated Cost-Share</b>			\$0.00
<b>Total Cost Per Ranking Point</b>			#DIV/0!

<b>Cost Efficiency Factor</b>			
Less than \$100 per ranking point		20	0
Between \$100 and \$300 per ranking point		17	0
Between \$300 and \$500 per ranking point		15	0
Between \$500 and \$750 per ranking point		12	0
Between \$750 and \$1000 per ranking point		10	0
Between \$1000 and \$1250 per ranking point		8	0
Between \$1250 and \$1500 per ranking point		6	0
Between \$1500 and \$1750 per ranking point		5	0
Between \$1750 and \$2000 per ranking point		3	0
Between \$2000 and \$2500 per ranking point		2	0
Over \$2500 per ranking point		1	0

<b>Total Ranking:</b>	0
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Staff Comments: include description of grazing system including animal numbers on total grazed acres..

Livestock # & Type:

Synopsis of Project (# grazing units, LnFt pipeline, etc.):

## 2026 LFSWCD BMP Practice Ranking Sheet - Erosion Control

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: WP-1, WP-3

Contract	
Practice Code	
Estimated Cost-Share	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership/Collaboration</b>			
Practice is in conjunction with approved partner agency project (CREP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or regularly works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Practice Lifespan:</b>			
Maximum lifespan available		10	0
Less than maximum lifespan		0	0
<b>Comprehensive Conservation Planning:</b>			
Practice is addressing all the acreage within the farming unit		20	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
drainage way (only flows after storm event but has defined channel, not shown on topo)		1	0
<b>Linear Feet of Eroded Feature Protected:</b>			
1,000 feet or greater		20	0
Between 750 and 1,000 feet		15	0
Between 500 and 750 feet		10	0
Between 300 and 500 feet		8	0
Between 100 and 300 feet		6	0
Less than 100 feet		4	0
<b>Average Field Slope</b>			
Extremely Steep Slope (15-25%, type D)		9	0
Steep Slope (7-15%, type C)		5	0
Moderate Slope (2-7%, type B)		3	0
Little Slope (0-4%, type A)		1	0
<b>Practice will be done in conjunction with a land use conversion through:</b>			
tree planting		20	0
conversion of crop land to perennial grass		10	0
grass buffer in crop field		5	0
<b>Total Ranking Points</b>			<b>0</b>
<b>Total Estimated Cost-Share</b>			<b>\$0.00</b>
<b>Total Cost Per Ranking Point</b>			<b>#DIV/0!</b>

<b>Cost Efficiency Factor</b>			
Less than \$100 per ranking point		25	0
Between \$100 and \$300 per ranking point		17	0
Between \$300 and \$500 per ranking point		15	0
Between \$500 and \$750 per ranking point		12	0
Between \$750 and \$1000 per ranking point		10	0
Between \$1000 and \$1250 per ranking point		8	0
Between \$1250 and \$1500 per ranking point		6	0
Between \$1500 and \$1750 per ranking point		5	0
Between \$1750 and \$2000 per ranking point		3	0
Between \$2000 and \$2500 per ranking point		2	0
Over \$2500 per ranking point		1	0

**Total Ranking: 0**

**Staff Comments:** include description of erosion control measures.

**Erosion Practice Type**

**Synopsis of Project** (linear feet of erosion controlled, etc.):

## 2026 LFSWCD BMP Practice Ranking Sheet - Long Term Vegetation

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: SL-11, WQ-1

Contract	
Practice Code	
Estimated Cost-Share	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership/Collaboration</b>			
Practice is in conjunction with approved partner agency project (CREP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or regularly works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>Acreage Improved by Practice Installation (Acreage of Fields in Which Practice is Installed) *If on the boundary, choose larger</b>			
very large (more than 150 acres)		10	0
Between 100 and 150 acres		8	0
Between 50 and 99 acres		6	0
Between 11 and 49 acres		4	0
Less than 10 acres		0	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Practice Lifespan:</b>			
15-year		15	0
10-year		10	0
5-year		0	0
<b>Comprehensive Conservation Planning:</b>			
Practice is addressing all the acreage within the farming unit		20	0
<b>Proximity to Stream / Sensitive Water Feature</b>			
less than 100-ft		6	0
between 100 and 500-ft		4	0
between 500 and 800-ft		3	0
over 800-ft		1	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
drainage way (only flows after storm event but has defined channel, not shown on topo)		1	0
<b>Type of Practice:</b>			
Critical Area Conversion		10	0
Pasture Establishment		8	0
Hay Field Establishment		5	0
<b>Average Field Slope</b>			
Extremely Steep Slope (15-25%, type D)		9	0
Steep Slope (7-15%, type C)		5	0
Moderate Slope (2-7%, type B)		3	0
Little Slope (0-4%, type A)		1	0
<b>Type of Crop Planted:</b>			
Diverse crop mix		10	0
Monoculture crop		5	0
<b>Nutrient Management:</b>			
Producer is currently implementing a nutrient management plan		10	0
Producer will implement a new nutrient management plan (required or voluntary)		5	0
<b>Planting Method:</b>			
Drilled		10	0
Aerial/Broadcasted		0	0
<b>Tillage Method:</b>			
No-till		10	0
Conservation tillage		5	0
Conventional tillage		0	0
<b>Total Ranking Points</b>			<b>0</b>
<b>Total Estimated Cost-Share</b>			<b>\$0.00</b>
<b>Total Cost Per Ranking Point</b>			<b>#DIV/0!</b>

<b>Cost Efficiency Factor</b>			
Less than \$50 per ranking point		25	0
Between \$50 and \$75 per ranking point		17	0
Between \$75 and \$100 per ranking point		15	0
Between \$100 and \$150 per ranking point		12	0
Between \$150 and \$200 per ranking point		10	0
Between \$200 and \$250 per ranking point		8	0
Between \$250 and \$300 per ranking point		6	0
Between \$300 and \$400 per ranking point		5	0
Between \$400 and \$600 per ranking point		3	0
Between \$600 and \$800 per ranking point		2	0
Over \$800 per ranking point		1	0

**Total Ranking:** 0

Staff Comments: include description of conversion

Conversion Type:

Synopsis of Project (acres being converted, species planted, etc.):

## 2026 LFSWCD BMP Practice Ranking Sheet - Cover Crop

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: NM-1A, NM-5N, NM-5P, SL-8B

Contract	
Practice Code	
Estimated Cost-Share	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership/Collaboration</b>			
Practice is in conjunction with approved partner agency project (CREP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or regularly works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>Acreage Improved by Practice Installation (Acreage of Fields in Which Practice is Installed) *If on the boundary, choose larger</b>			
very large (more than 150 acres)		10	0
Between 100 and 150 acres		8	0
Between 50 and 99 acres		6	0
Between 11 and 49 acres		4	0
Less than 10 acres		0	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Proximity to Stream / Sensitive Water Feature</b>			
less than 100-ft		6	0
between 100 and 500-ft		4	0
between 500 and 800-ft		3	0
over 800-ft		1	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
drainage way (only flows after storm event but has defined channel, not shown on topo)		1	0
<b>Incentives:</b>			
Cover Crop for Nutrient/Residue Management - Pure Rye Stand		8	0
Cover Crop for Nutrient/Residue Management - Pure Triticale Stand		5	0
Cover Crop for Nutrient/Residue Management - Late Kill Down		3	0
<b>Average Field Slope</b>			
Extremely Steep Slope (15-25%, type D)		9	0
Steep Slope (7-15%, type C)		5	0
Moderate Slope (2-7%, type B)		3	0
Little Slope (0-4%, type A)		1	0
<b>Type of Crop Planted:</b>			
Diverse crop mix		10	0
Monoculture crop		5	0
<b>Cover Crop Planting Date:</b>			
Cover Crop Early Planting (October 20 or earlier)		10	0
Cover Crop Standard Planting (After October 20, Before November 10)		1	0
<b>Nutrient Management:</b>			
Producer is currently implementing a nutrient management plan		10	0
Producer will implement a new nutrient management plan (required or voluntary)		5	0
<b>Planting Method:</b>			
No-till		10	0
Conservation Tillage		5	0
Conventional tillage		0	0
<b>Practice Specifics:</b>			
Residue will be left on the field		8	0
Residue will be left on the field + fall manure application		5	0
Seed/grain ONLY will be harvested		3	0
Crop will be harvested		1	0
		<b>Total Ranking Points</b>	<b>0</b>
		<b>Total Estimated Cost-Share</b>	<b>\$0.00</b>
		<b>Total Cost Per Ranking Point</b>	<b>#DIV/0!</b>

<b>Cost Efficiency Factor</b>			
Less than \$50 per ranking point		25	0
Between \$50 and \$75 per ranking point		17	0
Between \$75 and \$100 per ranking point		15	0
Between \$100 and \$150 per ranking point		12	0
Between \$150 and \$200 per ranking point		10	0
Between \$200 and \$250 per ranking point		8	0
Between \$250 and \$300 per ranking point		6	0
Between \$300 and \$400 per ranking point		5	0
Between \$400 and \$600 per ranking point		3	0
Between \$600 and \$800 per ranking point		2	0
Over \$800 per ranking point		1	0

**Total Ranking:** 0

Staff Comments: include description of grazing system including animal numbers on total grazed acres..

Livestock # & Type:

Synopsis of Project (# grazing units, LnFt pipeline, etc.):

### 2026 LFSWCD BMP Practice Ranking Sheet - Animal Waste

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: WP-4, WP-4B, WP-4C, WP-4FP, WP-4SF, WP-4LC, WP-4LL

Contract	
Practice Code	
Estimated Cost-Share	
Livestock Type	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership/Collaboration</b>			
Practice is in conjunction with approved partner agency project (CREP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or regularly works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>Acreage Improved by Practice Installation (Acreage of Fields in Which Practice is Installed) *If on the boundary, choose larger</b>			
very large (more than 150 acres)		10	0
Between 100 and 150 acres		8	0
Between 50 and 99 acres		6	0
Between 11 and 49 acres		4	0
Less than 10 acres		0	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Practice Lifespan:</b>			
Maximum lifespan available		10	0
Less than maximum lifespan		0	0
<b>Comprehensive Conservation Planning:</b>			
Practice is addressing all the acreage within the farming unit		20	0
<b>Proximity to Stream / Sensitive Water Feature</b>			
less than 100-ft		10	0
between 100 and 300-ft		8	0
between 300 and 500-ft		6	0
over 500-ft		2	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
drainage way (only flows after storm event but has defined channel, not shown on topo)		1	0
<b>Animal Units (A.U. = 1,000 lbs):</b>			
very high (more than 150 animal units)		10	0
high (between 100 and 149 animal units)		8	0
medium (between 50 and 99 animal units)		6	0
low (between 20 and 49 animal units)		4	0
very low (below 20 animal units)		0	0
<b>Months of the Year Animals Contained (Indoors):</b>			
10-12 months		8	0
8-10 months		6	0
6-8 months		4	0
4-6 months		2	0
<b>Tons Manure Captured:</b>			
Greater than 1000		10	0
750 to 1000		8	0
501 to 750		6	0
250 to 500		4	0
less than 250		2	0
<b>Buffer: all water in close proximity will be adequately buffered</b>			
yes, (35 ft or greater)		10	0
no, (less than 35 ft)		0	0
<b>Nutrient Management:</b>			
Producer is currently implementing a nutrient management plan		10	0
Producer will implement a new nutrient management plan (required or voluntary)		5	0
<b>Practice will include winter feeding area and waste storage facility</b>			
yes		10	0
no		0	0
		<b>Total Ranking Points</b>	<b>0</b>
		<b>Total Estimated Cost-Share</b>	<b>\$0.00</b>
		<b>Total Cost Per Ranking Point</b>	<b>#DIV/0!</b>

<b>Cost Efficiency Factor</b>			
Less than \$500 per ranking point		20	0
Between \$500 and \$750 per ranking point		17	0
Between \$750 and \$1000 per ranking point		15	0
Between \$1000 and \$1250 per ranking point		12	0
Between \$1250 and \$1500 per ranking point		10	0
Between \$1500 and \$1750 per ranking point		8	0
Between \$1750 and \$2000 per ranking point		6	0
Between \$2000 and \$2500 per ranking point		5	0
Between \$2500 and \$3000 per ranking point		3	0
Between \$3000 and \$3500 per ranking point		2	0
Over \$3500 per ranking point		1	0

**Total Ranking:** 0

**Staff Comments:** include description of grazing system including animal numbers on total grazed acres.

**Livestock # & Type:**

**Synopsis of Project (# grazing units, LnFt pipeline, etc.):**

## 2026 LFSWCD BMP Practice Ranking Sheet - Forestry

To use the LFSWCD BMP ranking sheet, enter the estimated cost of the practice and a one (1) in each category (in the ranking column) that best describes the practice. Priority practices include: FR-3

Contract	
Practice Code	
Estimated Cost-Share	

PARAMETER	RANK	VALUE	EARNED
<b>Partnership</b>			
Practice is in conjunction with approved partner agency project (CREP, CCRP, EQIP, Easements, Etc.):		20	0
Practice is in response to an Agricultural Stewardship Act Complaint:		5	0
<b>District Participation</b>			
Producer has never worked or annually works with LFSWCD		5	0
Producer has not worked with LFSWCD in over 5 years		3	0
Producer has not worked with LFSWCD in over 2 years		2	0
Producer has a history of non-compliance with LFSWCD/Partner Agency:		-20	0
<b>All Waterways Are Excluded from Livestock</b>			
yes, livestock are excluded from all waterways		10	0
no, livestock are not present		0	0
<b>Acreage Improved by Practice Installation (Acreage of Fields in Which Practice is Installed) *If on the boundary, choose larger</b>			
More than 15 acres		10	0
Between 10 and 15 acres		8	0
Between 5 and 10 acres		6	0
Between 2 and 5 acres		4	0
Less than 2 acres		0	0
<b>NPS Agricultural Ranking of Watershed:</b>			
High Priority:		10	0
Medium Priority:		5	0
Low Priority (All remaining):		1	0
<b>TMDL Considerations:</b>			
Practice is within a local TMDL watershed with an approved implementation plan:		10	0
<b>TMDL Collaboration</b>			
Practice is approved for TMDL funding:		20	0
<b>TMDL Considerations:</b>			
Practice combats both nutrient and bacterial loading:		10	0
Practice combats only nutrient loading:		1	0
<b>Practice Lifespan:</b>			
Maximum lifespan available		10	0
Less than maximum lifespan		0	0
<b>Stream Size/Water Body:</b>			
perennial (year-round flow, solid line on the topo)		10	0
intermittent (broken line on the topo) or karst sensitive area		8	0
defined channel, not on topo		5	0
wetland/pond		2	0
non-riparian planting		1	0
<b>Width of Buffer:</b>			
greater than 100 feet		10	0
50-100 feet		7	0
35-50 feet		5	0
non-riparian planting		3	0
<b>Forest Management Plan:</b>			
yes, participant has or will be implementing a forest management plan		10	0
no, participant will not be implementing a forest management plan		0	0
<b>Species Planted</b>			
Hardwood Planting		20	0
Pine Planting		5	0
<b>Existing Land Use:</b>			
Cropland		15	0
Pasture		10	0
Hayland		5	0
		<b>Total Ranking Points</b>	<b>0</b>
		<b>Total Estimated Cost-Share</b>	<b>\$0.00</b>
		<b>Total Cost Per Ranking Point</b>	<b>#DIV/0!</b>

<b>Cost Efficiency Factor</b>			
Less than \$100 per ranking point		20	0
Between \$100 and \$300 per ranking point		17	0
Between \$300 and \$500 per ranking point		15	0
Between \$500 and \$750 per ranking point		12	0
Between \$750 and \$1000 per ranking point		10	0
Between \$1000 and \$1250 per ranking point		8	0
Between \$1250 and \$1500 per ranking point		6	0
Between \$1500 and \$1750 per ranking point		5	0
Between \$1750 and \$2000 per ranking point		3	0
Between \$2000 and \$2500 per ranking point		2	0
Over \$2500 per ranking point		1	0

<b>Total Ranking:</b>	<b>0</b>
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**Staff Comments:** include description of grazing system including animal numbers on total grazed acres..

**Livestock # & Type:**

**Synopsis of Project (# grazing units, LnFt pipeline, etc.):**

Livestock Cost Efficiency Ranking		value
Type of animals		Beef Cow/Calf
# of animals		100
# animal units (AUs)		#REF!