

Board of Directors, Board Packet 8/14/2025



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Treasurer / Finance

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Lord Fairfax Soil and Water Conservation District

Meeting Agenda

August 14, 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)

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
Program Support Specialist – Lisa Parks
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 25 (2024-25) Annual Report:**
Date Presented: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

- **Annual Plan of Work (2025-2026):**
Board approval: __ 5/8/2025 _____
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 26): _____

FINANCE COMMITTEE RESPONSIBILITIES

- **FY26 (2025-2026) Annual District Budget:** Date Approved: __ June 12, 2025 _____
- **Dedicated Reserves:**
Board Approval Date: _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: _____
- **Att D:** (submitted every 2 years, next due: July 15, 2027)
Date Submitted: __ 7/3/2025 _____

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** __ 7/10/2025 _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

- **Secondary Considerations Approved:**
DCR: submitted; 6/25/2025; approved by Sara Bottenfield 7/2/2025 _____ SWCD Board: __ 5/8/2025 _____
- **Average Cost List:**
Submitted to DCR: __ 6/25/2025 _____ SWCD Board Approved: __ 6/12/2025 _____

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
August 14, 2025
Agenda**

**LFSWCD Chair Report
Joan Comanor**

One month into our new fiscal year and staff is already cranking out the projects! Sadly, we are down 1 staff as motherhood was too much a draw for Sabrina. Recruitment of her replacement is already underway. Sarah/Dana: are we getting interest and preferably, applications? Allyson is putting the final touches on our annual report. As usual, we have a great story to tell and I hope Directors are scheduling a briefing with elected officials and key others. Early fall is when our local Farm Bureau boards hold their annual meeting and that is another good audience for sharing our accomplishments and outlook for this year. Allyson will be happy to help put together talking points and other information for your use. Thanks to the hard work of staff and our farmers, we outdid ourselves again last year - \$6.1 M worth of projects! See the Annual Report for details. Kudos to Paul Burkholder who met with Winchester officials and was successful in getting the 'zero' removed from our funding for this year. Dana, what is the status of the proposed Stoney Creek TMDL?

**Treasurer / Finance Report
Stephanie Shillingburg**

- REMINDER: Finance Committee will meet prior to the Board meeting September 11th @ 9:30am in the office conference room.
- I have reviewed the July 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 to be filed for audit.
- **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:

- HR items
- Vacancy postings; applicant correspondence
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- 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. Updated Committee List and Board/Staff Contact Page.

Trainings/Education/Participation:

- 7/15 SHRM Webinar (1 PDC)
- 7/17 AON Webinar (1 PDC- SHRM)
- 7/22 Eightfold Webinar (1 PDC - SHRM)
- 7/23 SHRM (1 PDC)
- 7/24 VACS update webinar
- 7/30 SHRM Webinar (1 PDC)

Office Closings:

- VACDE Annual Training will take place at Graves Mountain, Syria VA, August 19-21st. Staff will be participating and out of the office on these dates.
- Office Closed – September 1st, in observance of Labor Day

Conservation Programs Manager

Dana Gochenour

Training

- CAS PY 26 update webinar
- Creating Engineering Designs in Adobe webinar

Promoting BMPs

- Met with a Warren Co. landowner to discuss possible stream exclusion project (Shenandoah River)
- Assisted Ben with as-built inspection of Norwood SL-6W (Clarke Co.)
- Engineering visits to potential livestock winter feeding facility sites with A. Pennington and district staff (Shenandoah Co.)
- Follow up on Rock Ridge SL-1 (Shenandoah Co.)
- With Allyson, Nick, Paul, and Reid- met with City of Winchester Stormwater Engineer to discuss district programs and how the district does and can partner with Winchester
- Met with C. Fansler to discuss FR-1 application (Shenandoah Co.)
- Communication with J. Arbogast to follow up on his SL-1 (Shenandoah Co.)
- Communication with Kathleen Fish (VDOF) regarding one of Sabrina's Clarke Co. FR-1 practices
- Phone call with B. Green regarding a tree planting that needs to be replanted due to drought (Shenandoah Co.)
- Communication with S. Smith regarding construction progress for his SL-6W (Frederick Co.)
- Assisted with stream crossing survey at S. Alkire SL-6W (Shenandoah Co.)

Staff Relations

- 7/10- Board of Directors meeting
- Worked with Sarah and Madison to make final updates to Attachment D for submission to DCR
- Updated Conservation Specialist Position description and vacancy announcement for publication
- Worked with Joan and Madison to provide updates for Shenandoah Co. BOS briefing
- Initial staff discussion about annual awards and potential award nominees

Also this month:

- Vacation- July 18-22

Senior Conservation Specialist

Nick Livesay

Training

- Annual DCR Conservation Application Suite training – online
- Adobe Training for DCR designs – online with Raleigh Coleman

Promoting BMPs

- Discussion with DOF regarding an EAN for failed pine planting
- Correspondence with potential SL-6W (Pond outflow) in Shen. Co.
- Correspondence with Jason Wilfong (DCR) regarding reservoir tank design
- Double R Bar Ranch and Farm (SL-1: Shen. Co.) bill break down and correspondence
- Signed up producer in office for potential WP-4SF (Shen Co.)
- Foltz Farm (WP-4LL: Shen. Co.) met with producer in office to discuss details of project
- Technical assistance in office for citizen concerned with pond erosion
- Visit with potential large scale tree planting in Clarke County with partner agencies
- Shifflett (SL-6W: spring drainage, Shen. Co.) water system as built with Madison and Ben
- Visit with potential WP-2A (NFSR) with Madison and Ben
- Rock Ridge Farm (SL-1: Shen. Co.) visit for coverage check and bill pick up
- Visit with potential WP-4SF in Shen. Co. (Stoney Creek) with Madison and Ben
- Lantz (SL-6W/WP-4: trib. to NFSR, Shen. Co.) visit with NRCS to discuss overall plan
- Bowman-Hearty (SL-6W: Holman's Creek, Shen. Co.) correspondence re: well
- Call with producer regarding SL-1 bills (Shen. Co.)

- Engineering visits with Amanda Pennington (DCR), Dana, Madison, and Ben – 4 farms
- Visit with potential SL-6W (Dry Run, Fred. Co.) with Madison and Kerrigan
- Gochenour (SL-1: Shen. Co.) reimbursement and file completion
- Animal Waste project work (risk assessments, sizing, estimates) with Madison and Ben
- Springdale Poultry (SL-6W: Pugh's Run, Shen. Co.) water system pre-con meeting with Ben
- Koon (WP-4B: Clarke County) deep dive into design with Ben and Madison
- Alkire (SL-6W: Spring Pond, Shen. Co.) stream crossing survey with Dana, Ben, and Kerrigan

VCAP

- Visit with potential conservation landscaping in Frederick County with Caty (Quail Forever)
- Visit with potential vegetated stormwater conveyance in Shenandoah County by NFSR
- Zoom call with Rachel DuVal (VASWCD) to discuss potential VCAP applications
- Applied for VCAP TAC position

Other Relations

- VCE Forestry Field day – dry run with Adam, Mark, Seth, Collin, and Matt
- Meeting with City of Winchester official with Dana, Ally, Paul, and Reed
- Board Meeting (8/10/2025)

Conservation Specialist Madison Coffey

Training:

- Voluntary BMP Survey Webinar – 7/8/2025
- CAS Updates Webinar – 7/24/2025
- Engineering in Adobe Training – 7/29/2025

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Stream Crossing pre-construction meeting with Ben on 7/2/2025 for Dotson (Shen: SL-6W).
- Site visit with DOF on 7/3/2025 to inspect failed FR-1 planting. Had participant sign new application and followed up with DCR on EAN procedure.
- Follow-up visit with Ben on 7/7/2025 for potential SL-6W project in Clarke County to review plan map, water system details, and conservation plan.
- Follow-up visit with Ben on 7/7/2025 for potential SL-6W in Warren County. Reviewed plan maps and cost estimates.
- As-built inspection with Ben on 7/7/2025 for Good (Shen: SL-6W/SL-7). Completed as-built paperwork and reimbursement breakdown.
- As-built inspection with Ben and Dana on 7/8/2025 for Norwood (Clarke: SL-6W).
- Pre-construction meeting with Ben, Nick, and NRCS for multiple components for Shiflett (Shen: WP-4LC).
- Initial site visit with Ben and Nick on 7/9/2025 for a potential WP-2A project on the river in Shenandoah County.
- Initial site visit with Nick and Ben on 7/9/2025 for multiple WP-4 practices in Shenandoah County.
- Fence Staking with Ben and Nick on 7/9/2025 for Alkire (Shen: SL-6W).
- Water System pre-construction meeting with Ben on 7/15/2025 for Dotson (Shen: SL-6W).
- Engineering visits with Ben, Nick, and Dana on 7/16/2025 for multiple WP-4 and WP-2A practices.
- Technical assistance visit with Maili (NRCS) on 7/17/2025.
- Initial site visit with Nick and Kerrigan on 7/21/2025 for a potential SL-6W visit in Frederick County.
- In office follow-up visit on 7/22/2025 to review programmatic requirements for a potential WP-2A practice in Warren County.
- Engineering workday with Ben and Nick on 7/23/2025 to complete multiple animal waste risk assessments, sizing worksheets, and cost estimates.

Other Activities:

- Board Meeting – 7/10/2025
- CTC Agenda Prep – 7/28/2025

Conservation Specialist Ben Loyd

Training:

- CAS update webinar training – 7/8/2025
- Engineering in adobe training – 7/29/2025

Promoting BMPs:

- Initial visit with Dana and Kerrigan for potential SL-6W – Warren County
- Entered SL-7 in tracking and created conservation plan – Clarke County
- Stream crossing pre-construction meeting with Madison for approved SL-6W – Shenandoah
- Follow up visit with Madison for potential SL-6W – Clarke County
- Follow up visit with Madison for potential SL-6W – Warren County
- As-built inspection with Madison for completed SL-6W/SL-7 – Warren County
- Water System design for approved SL-6W – Shenandoah County
- As-built inspection with Madison and Dana for completed SL-6W – Clarke County
- Pre-Construction meeting with Madison, Nick and NRCS for approved WP-4LC – Shenandoah
- Initial visit with Madison and Nick for potential WP-2A – Shenandoah County
- Initial visit with Madison and Nick for potential WP-4s – Shenandoah County
- Fence staking and water system pre-construction meeting for approved SL-6W – Shenandoah
- Initial visit with Madison and Nick for potential WP-4SF – Shenandoah County
- Initial visit for potential SL-6W – Clarke County
- Follow up visit for potential SL-6W/SL-7 – Clarke County
- Water system design for approved WP-4LL – Shenandoah County
- Entered SL-1 in tracking and created conservation plan – Clarke County
- Water system pre-construction meeting with Madison for SL-6W – Shenandoah County
- Engineering visit with Nick, Dana, and Madison for potential WP-4s and WP-2A – Shenandoah
- Mid-construction check for approved SL-6W – Frederick County
- Entered SL-6W in tracking and created conservation plan = Clarke County
- Mid-construction check for approved SL-6W – Shenandoah County
- Initial visit with Madison and Kerrigan for potential SL-6W – Clarke County
- Engineering workday with staff for various different WP-4 projects.
- Water system pre-construction meeting for SL-6W – Shenandoah County
- Follow up visit with Dana and Kerrigan for potential SL-6W – Clarke County
- Water system design for approved SL-6W – Clarke County
- Mid-construction check for approved SL-6W – Shenandoah County
- Grazing plan creation for approved SL-6W – Clarke County
- Stream crossing survey with Dana, Nick, and Kerrigan for approved SL-6W – Shenandoah

Other Activities:

- Board Meeting – 7/10/2025

Conservation Specialist - Vacant

Program Support Specialist Lisa Parks

Promoting BMPs:

- Continue to process EOL Verifications. 14/37 Completed (37%) On track for September 30 deadline.
- Prepared and mailed out all sixty-eight 2026 carryover letters and created tracking spreadsheet for required participant signatures.

Other Activities:

- Attended three VCAP Training sessions on Site Visits, Spot Checks, and Best Practices (7/31/25)

- Attended Call on Revised Chesapeake Bay Goals (7/15/25)
- Attended mandatory CAS Update Seminar (7/8/25)

Education & Conservation Specialist

Allyson Ponn

Education:

- VAAE Certification follow up
- MRGS potential Research Projects
- SMSC potential project, discussion

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Annual Report
- PY26 Flyers

Office/Program Support:

- Cover crop Part IIIs and folder processing
- Carryovers
- VCAP Verifications follow up
- Front Royal Town Manager VCAP meeting
- VCAP Initial Visit, Frederick County
- VCAP Initial Visit, Warren County
- City of Winchester VCAP Meeting with Nick and Dana
- VCAP Initial Visit, Warren County
- VCAP organization and PY26 form follow up

VACDE/Training:

- Graves Planning Meetings (x4)
- Graves Registration, AllDistrict
- DCR Training Specialist meeting
- CAS Update

Upcoming Events:

- 8/19-8/20: 2025 VACDE Annual Training @ Graves Mountain Lodge
- 8/30: WildFest @ Seven Bends Nursery TBD
- September 2025: County Farm Bureau Membership Meetings
- 10/4: TreeFest @ Winchester, Jim Barnett Park
- 11/8: Ben's baby due date
- 11/13: Annual Awards Luncheon
- 12/6: Allyson's baby due date
- 12/7-9: VASWCD Annual Meeting @ Williamsburg
- 1/29/26: Dana's baby due date

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.

Education & Information
Joan Comanor

- Now is the time to consider nominations for our annual awards for our November awards luncheon. Allyson will provide details about deadline and information needed for submission. The CTC will propose the ag-related recognitions.
- *The Ed & Info Committee will meet following the September board meeting to finalize award nominations and luncheon details.*

Legislative Committee
Paul Burkholder

- Reid, Dana, Nick, Allyson and I met with the Winchester City engineer to see how we can be more relevant to their soil and water needs. It was very productive, and we expect dues to be paid this month. Staff provided a terrific overview of what is possible and plan to send additional info and meet when practicable. Allyson will spear head the effort and will answer any questions the board may have.

Personnel
Joan Comanor

- As mentioned in the Chair's report, we are recruiting for Sabrina's replacement.
- Also, the Shenandoah County Tourism Office has put out a survey for employers about childcare. I have asked the Personnel Committee to recommend whether we should participate.

Operations
Justin Mackay-Smith

- No new items.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- No new activity.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- No meeting scheduled.

Shenandoah Pure Water Forum
Jack Owens

- No written report.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **PY26 1st Quarter Cost Share disbursement** letters will be sent on August 29th. Please have all approved cost share practices marked approved in CAS by August 22nd.
- **Initial disbursement letters** were transmitted 7/23/25. There was a miscalculation concerning the interest earned on cost share accounts, thus John Marshall, Lord Fairfax and Thomas Jefferson SWCDs were shorted some of their 2025 Additional TA. These funds will be transmitted in the disbursement letter on Aug 29th.
- **Dedicated Reserves:** On page 14 of the 2024 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve

funds). With the books now closed for FY25, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter 1 of FY26 so that necessary transfers can be made on the Attachment E Q1 Report & in Q1 QuickBooks. It gets messier when completed in Q2.

- **FY25 SWCD Annual Report** should be approved by 9/30. (suggested but no longer required by grant agreement)
- **SPDA Verification deadline** for the quarter that ended 6/30/25. Link to verify accounts <https://spda.trs.virginia.gov/search>

Clean Water Farm Award nominations for Local and Grand Basin awards are due **October 1**. CWFA forms may be found online on the DCR website. No nomination forms will be accepted after Oct 1. All **signatures and approvals must be obtained no later than your September Board meeting**. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign. **(NEW) By Oct 1 I need to know how the award winner wants their certificate to read; One or two lines, farm name and/or winner's name, and county.** The Governor's office is requesting winner's information before signing the certificates.

Area II Legislative Zoom Meeting - August 13, 8:30 am. You must register for this Zoom meeting in advance. Register at this link: <https://us02web.zoom.us/joining/register/zbCrprHWQPSMdmhS3VgNOg> Login details will be emailed to you after registration. The VASWCD will also be updating their Policy Book found at <https://vaswcd.org/vaswcd-policy/>. Suggestions for the policy book may be discussed on the Area II Legislative call too.

AG COST SHARE ITEMS:

- **BMP Verifications:**
 - CY25 Random Verifications (spot checks) are scheduled. Culpeper 7/23 & 24, 8/11 & 12; Loudoun 9/8, 9 & 12; Thomas Jefferson 8/7, 9/16, 29 & 30; Prince William 8/21. *Lord Fairfax & John Marshall complete.*
 - End of Lifespan (EOL) BMP verifications for 2025, 2026, & 2027 are loaded into CAS. 2025 Verifications to be uploaded to the Verification module by 9/30 @ \$200 rate. Any '26 and '27 verifications by 9/30 receive \$250.
- Administrative cost share case file Audits for FY24 & 25: those districts required to undergo cost share case file audits in FY26 are being scheduled. John Marshall 8/28 & 9/15; Lord Fairfax 9/17 & Prince William TBD. I am willing to conduct unofficial admin case file reviews for other districts that are interested. Remember the policy now states that Admin cost share case file audits are biennial and occur in the same year as financial audits.

Nutrient Management Plans (NMP): There are many VACS practices where the producer must be fully implementing a current nutrient management plan prepared by a certified nutrient management planner and a copy on file with the SWCD before cost-share payments or tax credits can be issued. (Pages 1-4 of the *PY26 VACS Program Manual* for a complete list)

- It's **the District's responsibility to inform participants of this requirement** & to provide participants with contact information about nutrient management planners, private or public. A list of certified private planners is on DCR's website.
- The request for a NMP should be **well in advance of practice completion, ideally in the fall** when sign up is taken and before the crop is planted. A NMP needs to be written timely and cover the full time of the cover crop.
- DCR nutrient management specialists are available to write nutrient management plans but cannot always fulfill last minute requests and cannot write a plan without soil test results, crop rotation (crop to be planted after the cover crop) and field maps with location and acreages. A NMP for crops can only be written for a maximum of 3 years past the date of the soil samples results. Plans can be written for 1-3 years, but most cover crop plans are for 1 year, maybe 2.
- As you are receiving PY26 cover crop applications, please remind participants to take soil tests before the cover crop is planted and request an NMP in the summer/fall. I encourage you to set district deadlines & include in your approval letter or prepare separate correspondence for cover crop applicants that outlines the steps required to receive payment. While the participant is ultimately responsible for meeting the expectations of the VACS program, they also need to be made aware of those expectations. Putting it in writing clearly shifts the responsibility from the district and the planner to the participant.

DCR-DSWC News: Staffing Updates and Vacations

- **Jennifer Ciminelli, Data Services Manager:** Started 7/10/25. Email address is: jennifer.ciminelli@dcr.virginia.gov; Work Phone: 804-845-2189.
- **Sara Bottenfield** will be on vacation from July 28- Aug. 8
- **Jen Edwards** will be on vacation from Aug. 11-Aug. 29
To streamline things while Jen is out, here are some general guidelines for directing requests

- Account unlocks/password resets – Roland
- Creating new user accounts – Roland
- Participant address/phone changes – Roland
- Variances/EANS – overriding cost share estimates – Roland
- Logi report requests – Roland
- WFA Import issues – Roland/hold until September if possible
- ‘Unlocking’ instances/setting them back to Approved for edits – CDCs
- Contract/BMP Transfers – Blair

Those last two bullets are always true, not just while Jen is away.

COIA Training for Directors: The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2023 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction’s clerk know your completion date.

UPCOMING DATES TO REMEMBER:

Aug 13: Area II Legislative Zoom Mtg 8:30 am. Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/zbCrprHWQPSMdmhS3VgNOg>

Aug 19-21: **VACDE Summer Training**, Graves Mountain Lodge, Registration materials have been sent to districts.

Sept. 30: **Deadline for End of Lifespan Verifications** for 2025 reimbursement

Sept 30: Annual report to be completed

Oct 1: **Clean Water Farm Award Local and Grand Basin Nominations are due** to DCR

Oct 7: **Virtual Grant Training: Developing a Budget 9-11AM** Developing a grant budget is an integral component of the grant application process. Understanding the items that can be included, how matches work, how to collect and value volunteer time accurately, and how to create programmatic based budgets to incorporate administrative expenses will all be covered. Suzie Miller has more than 20 years of fundraising experience including grant writing, special events, annual giving, and capital campaigns. - Directors, Staff and partners - this session builds on the training efforts held in June at Randolph Macon though it is still beneficial for those joining in for the first time. This is Part #2 of a series of grant training sponsored by the Association. Part #3 will be held at the annual meeting and focus on grant language and key components to ensure grant competitiveness.

Register for the zoom at <https://us02web.zoom.us/meeting/register/cGZtYoFrSJK9kMQGoclWww>

Oct. 10: **Potomac Council Mtg.** (9am); **Potomac Watershed Roundtable Mtg.**(10am), Loudoun SWCD hosting

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

Dec 7-9: **VASWCD Annual Meeting**, Doubletree Williamsburg

Dec 10: **VSWCB Meeting**, Doubletree Williamsburg

CDC Report sent to districts 8/4/2025.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)

Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)

Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

- VRO Ag Program Updates:
 1. We are doing as many on-farm inspections as we can schedule right now. Strict biosecurity is followed as we may see no more than one farm on-site in a 24-hour period. Starting in the fall we may only see one farm on-site in a 72-hour period.
 2. DEQ VRO has interns this summer learning about all our programs. They will be finishing up in early August at all offices across the state. The Ag Group took the valley region summer interns (3 of them) to some poultry farms, dairy farms and even met with a DCR planner to discuss nutrient management in July.
 3. Poultry litter reporting is starting to trickle in as the deadline for submitting all litter transfers is September 15 each year for poultry litter brokers, poultry permittees, and end-users of poultry litter. The reporting period includes all transfers from 7/1 to 6/30.
 4. There are 3 methane digesters planned across the state at some dairy farms and one of them is in the valley region. DEQ has had several meetings to discuss the project and will be working closely with the farmer, the methane digester company and other programs through the process.
 5. Our inspection year cycle is from October 1 to September 30 each year, so we are heading into the last two months of expected inspections at our permitted facilities. We have a risk-based inspection strategy that with a baseline of facility inspections every 3 years. We can inspect a facility more frequently if the owner requests it, due to compliance issues, or if the facility is brand new and needs inspecting every year for the first couple of years. We can also inspect a facility less frequently, every 4 years, if compliance is very good.
- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of July 28, 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.

AgBMP Loan Program Dashboard 07/28/2025

Application Status	Total Number	Total Value	Average	Median
Application Pending	10	\$ 2,098,423.01	\$ 209,842.30	\$ 195,300.32
Conditionally Authorized	67	\$ 17,227,760.23	\$ 257,130.75	\$ 200,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	73	\$ 10,843,004.64	\$ 148,534.31	\$ 110,000.00
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	12	\$ 3,650,373.98	\$ 304,197.83	\$ 250,000.00
Credit Not Approved	10	\$ 1,631,181.53	\$ 163,118.15	\$ 96,938.51
Loan Closed	84	\$ 15,428,856.85	\$ 183,676.87	\$ 143,716.62
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	138	\$ 24,937,186.32	\$ 180,704.25	\$ 117,661.36
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	27	\$ 3,050,938.29	\$ 112,997.71	\$ 58,725.25
Equipment Purchase Complete	22	\$ 1,639,630.00	\$ 74,528.64	\$ 39,249.50
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	\$ 31,022.56
Total PF Granted to Producers	17	\$ 1,286,432.43		
Total Applications	501			
Total Active Projects	176			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 60,327,808.91		
Total PF Granted		\$ 1,580,466.52		
Total Repayments		\$ 20,296,812.65		

MISC.



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MINUTES

The July 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
James Fagan
Justin Mackay-Smith
Randy Buckley
Emma Bricker
Mark Huddleston
Jack Owens
Robert Clark
Paul Burkholder
Reid Hoak

Associate Directors

Stephanie Shillingburg
Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brian Brezinski, NRCS

LFSWCD Staff Members

Ben Loyd
Nick Livesay
Sarah Fleming
Dana Gochenour
Madison Coffey
Lisa Parks

Absent Directors or Staff:

Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel
Allyson Ponn

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:05 am.



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MOTION: Board approval of the June 10, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Jack Owens, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- Small Farms Pilot program participation final decision/discussion.
- AOG letter discussion.
 - Moving forward with committee members will remain the same.
 - Elected and Associate Board Members please prioritize attendance for quorum.
 - Staff will participate as Advisory Members. Staff will not have a vote on motion items or be included in quorum count.

MOTION: Board support that LFSWCD will not participate in the Small Farms Pilot Program. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed her written report.
- There will be a Finance Committee meeting held on 9/11/2025 at 9:30am prior to the Board of Directors meeting.
 - The purpose of the meeting will be to review the FY26 Proposed Dedicated Reserve Transfers for Board approval.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for June 2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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MOTION: Board ratification of the Board Chair's signature on the Attachment D document signed and submitted on 7/2/2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.
- Gave update on ASA complaint visits.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Lots of visits, design work and new BMP sign ups.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- EOY wrap up and report closeouts with Debbie in CAS.

Conservation Specialist, Sabrina Heltzel

- Sabrina was absent from the meeting.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of end of year wrap up items.

Draught discussion was had.

- Our area is no longer considered to be in drought condition.

Education and Conservation Specialist, Allyson Ponn:

- Allyson was absent from the meeting.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Committee Updates:

Conservation Technical - Mary Gessner

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



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Motion to approve by delegated authority the tax credits listed below:

Manual CP	13-24-0006	540642	Shen./Roof Runoff Managemen	WQ-12	\$	3,702.82
Manual CP	13-22-0062	470169	Shen./Critical Area Stabilization	SL-11	\$	548.59

Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to approve by delegated authority the conservation plan and cost share for contract 13-25-0075 SL-6W

CP-13-24-0017	13-25-0075	658840	Frederick	Stream Excludi	SL-6W	High	113	9.52	Y	\$	47,269.32
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to approve by delegated authority the increase cost share for contract 13-25-0014 SL-6W

CP-13-25-0011	13-25-0014	600839	Shenandoah	Stream Excludi	SL-6W	High	94	15.47	Y	\$	20,592.50
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion to ratify approval by delegated authority the cost share for contract 13-25-0079 NM-3C and NM-6

N/A	13-25-0079	658259	Shenandoah	Sidedress App	NM-3C	High	89	31.30	N	\$	1,135.02
N/A	13-25-0079	658258	Shenandoah	Manure Injunctio	NM-6	High	76	29.62	N	\$	9,675.00

Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to ratify approval by delegated authority the conservation plan and cost share for contract 13-25-0114 SL-6W

CP-13-25-0054	13-25-0114	658170	Frederick	Stream Excludi	SL-6W	Medium	96	23.42	Y	\$	145,937.30
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Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

- Nick presented a Letter of Support with request of signature by the Board Chair. The request was for repayment to be waived for loss of a VCAP project due to extreme circumstances. The VCAP participant lost her home to fire and the project was destroyed due to fire/demolition. Project completed in May 2020 with approximate funding of \$1,600.

MOTION: Board authorizes Chair signature on VCAP Letter of Support. Participant request for repayment be waived due to loss of project due to extreme circumstances. Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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MOTION: Board ratification of the CTC Chair's signature on the FY26 Carryover Report dated 6/30/2025, as presented in the board packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the 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	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- The water level in Lake Laura and Birdhaven are up nicely.

Education & Information – Joan Comanor

- No new items

Legislative – Paul Burkholder

- Paul reviewed his written report.
- He is working to get in contact with a City of Winchester representative to set up a meeting to discuss future funding possibilities. We recently found out the district will not receive any FY26 funding from the City of Winchester.

Personnel – Joan Comanor

- The Personnel Policy was reviewed as presented in the July 10, 2025, board packet. All LFSWCD Directors and staff members were asked to update their signatures and return to Sarah for filing.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No new items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum – Jack Owens

- No new items to report.

Mark Huddleston & Emma Bricker departed from the meeting at 11:15am

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance
 - Clean Water Farm Award nominations due to DCR by Oct 1, 2025.
 - Dedicated Reserve transfers due to DCR by Sept 30, 2025.
 - EOL Verifications must be completed by Sept 30, 2025.



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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 Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.

**Kermit Gaither, Mark Huddleston, and Emma Bricker were absent at the time of vote.*

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

The meeting adjourned at approximately 11:27am.

Respectfully submitted,

Sarah R. Fleming,

Board Secretary

Approved by the Board through motion on:

**BOD Meeting Attendance
FY 2026 (JUL 2025 - JUN 2026)**

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Board of Directors													
Joan Comanor, Vice Chair	x												
Mary Gessner	x												
James Fagan	x												
Kermit Gaither	A												
Jack Owens	x												
Paul Burkholder	x												
Reid Hoak	x												
Justin MacKay-Smith	x												
Randy Buckley	x												
Robert Clark	x												
Emma Bricker	x												
Mark Huddleston	x												
Associate Board of Directors													
Stephanie Shillingburg, Treasurer	x												
Jason Bushong	A												
Ed Pendleton	x												
Ira "Buck" Richards	A												
Staff													
Madison Coffey	x												
Sarah Fleming	x												
Dana Gochenour	x												
Nick Livesay	x												
Allyson Ponn	A												
Sabrina Heltzel	PL												
Lisa Parks	x												
Ben Loyd	x												
Guests													
Debbie Cross, DCR	x												
Brent Baritteau, NRCS	x												

Conservation Technical (CTC)	8/7/2025	9/4/2025	10/2/2025	*11/5/2025	12/4/2025	1/8/2026	2/5/2026	3/5/2026	4/2/2026	5/7/2026	6/4/2025	*6/26/2025
Dam Safety and Easements												
Education & Information	9/11/2025											
Finance	9/11/2025											
Legislative												
Personnel												
Operations												

* tentative dates

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

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

** Staff who sit on committees are there in an advisory/informational capacity only, have no voting authority, and do not count toward quorum.

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2025

	Jul 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	0.00	9,000.00	0.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	0.00	0.00	0.0%
FY 26 VNRCF TA (Base+Add)	0.00	560,000.00	0.0%
Total Income Designated Receipts	0.00	569,000.00	0.0%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	0.00	13,283.00	0.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	0.00	0.00	0.0%
Total County/City Contributions	44,850.00	58,133.00	77.2%
DCR Annual Operations Funds	0.00	413,183.00	0.0%
Interest Income	9,219.61	12,000.00	76.8%
Other Income			
Donations	0.00	400.00	0.0%
Total Other Income	0.00	400.00	0.0%
Total Undesignated Receipts	54,069.61	483,716.00	11.2%
Total Income	54,069.61	1,052,716.00	5.1%
Gross Profit	54,069.61	1,052,716.00	5.1%
Expense			
Awards Banquet	0.00	3,000.00	0.0%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	235.20	15,000.00	1.6%
Dues			
VACDE	25.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	3,617.00	5,000.00	72.3%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon	0.00	1,000.00	0.0%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
Total Scholarships	0.00	2,000.00	0.0%
Total Ed & Info / Public Outreach	0.00	4,800.00	0.0%
Insurance	1,308.00	2,000.00	65.4%
Office Expenses			
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	535.80	10,000.00	5.4%
Office Equipment	326.78	10,000.00	3.3%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	408.00	5,000.00	8.2%
Office Supplies	125.74	5,500.00	2.3%
Postage	127.67	1,250.00	10.2%

9:54 AM

08/04/25

Cash Basis

Lord Fairfax Soil and Water Conservation District
Budget vs. Actual - Operating
July 2025

	<u>Jul 25</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone/Internet	435.29	6,500.00	6.7%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	1,995.28	52,750.00	3.8%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	299.93	2,400.00	12.5%
Staff Mileage/Training	0.00	7,500.00	0.0%
Staff Salaries & Benefits	0.00	790,350.00	0.0%
Total Personnel/Staff Expenses	299.93	803,850.00	0.0%
Vehicle Gas & Service	327.01	7,000.00	4.7%
Total District Regular Expenses	7,782.42	890,400.00	0.9%
Total Expense	7,782.42	900,400.00	0.9%
Net Ordinary Income	46,287.19	152,316.00	30.4%
Net Income	<u>46,287.19</u>	<u>152,316.00</u>	<u>30.4%</u>

08/04/25
Cash Basis

Lord Fairfax Soil and Water Conservation District
Fund Balances
As of July 31, 2025

	Jul 31, 25
Dedicated Reserves	
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
Total Dedicated Reserves	1,523,577.90
Operations	
DCR Operating Funds	500,851.51
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
Total Other Income	3,408.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,803.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,599.16
Total Community Garden/Harvest Fest.	4,833.02
Total Special Projects	4,833.02
Sales/Services	2,063.70
Interest	126,475.63
Local Gov't Funds	100,903.27
Total Operations	791,633.06
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	411,734.85
Total VNRCF TA	411,734.85
VCAP TA	6,000.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS	30,716.72
2025 CB VACS	5,030,505.90
2024 CB VACS	2,189,552.51
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	406,260.00
2022 CB VACS	164,749.88
Total WQIA	7,893,167.24
Total Cost Share Funds	7,893,167.24
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of July 31, 2025

08/04/25

Cash Basis

	Jul 31, 25
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	1,358.94
Total Other restricted funds	1,358.94
Total Restricted Funds	8,312,261.03
TOTAL	10,627,471.99

Lord Fairfax Soil and Water Conservation District

Reconciliation Detail

First Bank, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,802,369.59
Cleared Transactions						
Checks and Payments - 14 items						
Check	04/21/2025	5500	Paul Burkholder	X	-127.91	-127.91
Check	06/24/2025	5521	Virginia Business Sy...	X	-699.98	-827.89
Check	06/24/2025	5522	Queen Street Diner	X	-235.20	-1,063.09
Check	06/24/2025	5523	Shentel	X	-203.59	-1,266.68
Check	06/24/2025	5524	Joan M. Comanor	X	-155.40	-1,422.08
Check	06/27/2025	5525	John Crandell	X	-3,743.30	-5,165.38
Check	06/30/2025	5526	Treasurer, Shenand...	X	-165,279.80	-170,445.18
Check	07/09/2025	5529	Virginia Business Sy...	X	-535.80	-170,980.98
Check	07/09/2025	5528	Max Real Group, LLC	X	-408.00	-171,388.98
Check	07/09/2025	5527	Virginia Business Sy...	X	-326.78	-171,715.76
Check	07/16/2025	5532	VASWCD	X	-3,592.00	-175,307.76
Check	07/16/2025	5530	Virginia Department ...	X	-1,308.00	-176,615.76
Check	07/16/2025	5533	Card Services	X	-984.44	-177,600.20
Check	07/16/2025	5531	Queen Street Diner	X	-235.20	-177,835.40
Total Checks and Payments					-177,835.40	-177,835.40
Deposits and Credits - 5 items						
Deposit	07/14/2025			X	20,000.00	20,000.00
Deposit	07/22/2025			X	11,450.00	31,450.00
Deposit	07/22/2025			X	13,400.00	44,850.00
General Journal	07/23/2025	FY26 ...	Paul Burkholder	X	127.91	44,977.91
Deposit	07/31/2025			X	9,219.61	54,197.52
Total Deposits and Credits					54,197.52	54,197.52
Total Cleared Transactions					-123,637.88	-123,637.88
Cleared Balance					-123,637.88	2,678,731.71
Uncleared Transactions						
Checks and Payments - 4 items						
Check	07/23/2025	5536	Shentel		-203.53	-203.53
Check	07/23/2025	5534	Paul Burkholder		-127.91	-331.44
Check	07/23/2025	5535	Purchase Power		-127.67	-459.11
Check	07/23/2025	5537	VACDE		-25.00	-484.11
Total Checks and Payments					-484.11	-484.11
Total Uncleared Transactions					-484.11	-484.11
Register Balance as of 07/31/2025					-124,121.99	2,678,247.60
Ending Balance					-124,121.99	2,678,247.60

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 07/31/2025

	Jul 31, 25
Beginning Balance	2,802,369.59
Cleared Transactions	
Checks and Payments - 14 items	-177,835.40
Deposits and Credits - 5 items	54,197.52
Total Cleared Transactions	-123,637.88
Cleared Balance	2,678,731.71
Uncleared Transactions	
Checks and Payments - 4 items	-484.11
Total Uncleared Transactions	-484.11
Register Balance as of 07/31/2025	2,678,247.60
Ending Balance	2,678,247.60

9:40 AM

08/04/25

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,245,488.36
Cleared Transactions						
Checks and Payments - 20 items						
Check	05/30/2025	3941	Charles R. Garber	X	-3,491.20	-3,491.20
Check	06/24/2025	4002	Mercer Vu Farms, Inc.	X	-96,852.30	-100,343.50
Check	06/24/2025	4000	Short Mountain Orc...	X	-23,040.60	-123,384.10
Check	06/24/2025	3999	Reed J. Shiflett	X	-12,411.00	-135,795.10
Check	06/24/2025	3996	D & M Farms, LLC	X	-11,512.00	-147,307.10
Check	06/24/2025	3988	Cherry Grove Farm ...	X	-5,390.00	-152,697.10
Check	06/24/2025	3991	Foltz Farm Partners...	X	-4,891.60	-157,588.70
Check	06/24/2025	3998	Charles DeHaven, Jr.	X	-3,628.00	-161,216.70
Check	06/24/2025	3990	Bowman Century Fa...	X	-3,189.00	-164,405.70
Check	06/24/2025	3994	Shenandoah Hidden...	X	-3,187.20	-167,592.90
Check	06/24/2025	3987	Gary A. Lantz	X	-1,640.70	-169,233.60
Check	06/24/2025	4001	Donald A. Riffey	X	-1,201.80	-170,435.40
Check	06/24/2025	3995	Brian A. Turner	X	-1,178.60	-171,614.00
Check	06/24/2025	3993	Hidden Lake Farm	X	-800.00	-172,414.00
Check	06/27/2025	4003	Nelson O. Sine	X	-29,013.85	-201,427.85
Check	06/27/2025	4007	Windcrest Holsteins,...	X	-21,061.05	-222,488.90
Check	06/27/2025	4004	Indian Springs Farm...	X	-6,583.07	-229,071.97
Check	06/27/2025	4005	Walnut Lane Dairy	X	-4,613.95	-233,685.92
Check	06/27/2025	4008	WSM Oak Leaf Park...	X	-2,112.00	-235,797.92
Check	07/23/2025			X	-36.00	-235,833.92
Total Checks and Payments					-235,833.92	-235,833.92
Deposits and Credits - 2 items						
General Journal	07/23/2025	FY26 ...	Hidden Lake Farm	X	800.00	800.00
Deposit	07/31/2025			X	30,752.72	31,552.72
Total Deposits and Credits					31,552.72	31,552.72
Total Cleared Transactions					-204,281.20	-204,281.20
Cleared Balance					-204,281.20	9,041,207.16
Uncleared Transactions						
Checks and Payments - 7 items						
Check	06/11/2025	3976	Ralph A. Stickman		-1,430.80	-1,430.80
Check	06/24/2025	3997	Mt. Airy Dairy Farm ...		-10,879.40	-12,310.20
Check	06/24/2025	3992	Jadwyn Acres Farm...		-1,556.80	-13,867.00
Check	06/27/2025	4006	Anthony L. Carpenter		-2,815.50	-16,682.50
Check	07/23/2025	4009	Hidden Lake Farm		-800.00	-17,482.50
Check	07/31/2025	4011	Treasurer of Virginia		-1,066,768.41	-1,084,250.91
Check	07/31/2025	4010	Guy Gochenour		-7,731.86	-1,091,982.77
Total Checks and Payments					-1,091,982.77	-1,091,982.77
Total Uncleared Transactions					-1,091,982.77	-1,091,982.77
Register Balance as of 07/31/2025					-1,296,263.97	7,949,224.39
Ending Balance					-1,296,263.97	7,949,224.39

9:41 AM

08/04/25

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2025

	<u>Jul 31, 25</u>
Beginning Balance	9,245,488.36
Cleared Transactions	
Checks and Payments - 20 items	-235,833.92
Deposits and Credits - 2 items	31,552.72
	<u> </u>
Total Cleared Transactions	-204,281.20
	<u> </u>
Cleared Balance	9,041,207.16
	<u> </u>
Uncleared Transactions	
Checks and Payments - 7 items	-1,091,982.77
	<u> </u>
Total Uncleared Transactions	-1,091,982.77
	<u> </u>
Register Balance as of 07/31/2025	7,949,224.39
	<u> </u>
Ending Balance	7,949,224.39

8.7.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Order: 10:00 AM Motion by: MG

Adjourn: 11:19 AM Motion by: RC

Fund Source:	Total funds available as of 8/1/2025	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 7/24/2025	Obligated - Paid as of 7/24/2025	Obligated as of 7/24/2025	Total Allocation from DCR
2026 CB VACS	\$ 8,616,653.00		\$ (7,177.50)	\$ 8,609,475.50	\$ 1,332,360.48	\$ 7,277,115.02				\$ 8,616,653.00
2026 CB VACS Transfer (2024)	\$ -	\$ 7,177.50		\$ 7,177.50	\$ 7,177.50	\$ -				
*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.						Total Obligated for 2026 CB VACS		\$ -		
						Percent Obligated for 2026 CB VACS		0.00%		

Discussion: Committee Structure - reviewed the new requirement that staff no longer be voting members on a committee, emphasized the importance of director attendance for quorum; Tax Credit Approvals; New Project Approvals; Underbudgets/Cancellations; 13-24-0014 FR-1 EAN; Wightman Equipment Tax Credit - purchasing conservation tillage equipment and has an active NMP and CP; Participant Agreement - reviewed draft agreement and expectations; CBF Letter - reviewed letter of support and implications of extending the agreement; VCAP 13-26-001 Approval

Cancellations/Underbudgets

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

Tax Credits (All Program Years)

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-25-0020	13-25-0023	614585	Shen./Extension of a Grazing System	SL-7	\$ 439.32			X	Complete-Not Paid	MC	
CP-13-25-0009	13-25-0011	593146	Clarke/Stream Exclusion with Grazing Mgm	SL-6W	\$ 2,071.50			X	Complete-Not Paid	BL	
CP-13-25-0018	13-25-0022	613894	Shen./Long Term Veg. Cover of Cropland	SL-1	\$ 6,881.32			X	Carryover	NL	
CP-13-25-0018	13-25-0022	613987	Shen./Long Term Veg. Cover of Cropland	SL-1	\$ 1,011.96			X	Carryover	NL	
CP-13-25-0018	13-25-0022	613994	Shen./Long Term Veg. Cover of Cropland	SL-1	\$ 4,250.23			X	Carryover	NL	
CP-13-25-0043	13-25-0103	650626	Shen./Long Term Veg. Cover of Cropland	SL-1	\$ 118.33			X	Complete-Not Paid	DG	
Total Tax Credits presented for approval:					\$ 14,772.66						
Total Tax Credits Approved:					\$ 14,772.66						

2026 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
N/A	13-26-0006	662667	Shenandoah	Stream Exclusion with W	CCI-SL-6W	High	109	26.77	N	\$ 5,412.50			X	Unapproved	MC	
CP-13-26-0008	13-26-0004	662312	Shenandoah	Seasonal Feeding Facility	WP-4SF	High	121	21.96	N	\$ 193,686.90			X	Unapproved	NL	
CP-13-25-0053	13-26-0005	662313	Shenandoah	Loafing Lot Management	WP-4LL	High	115	9.44	N	\$ 242,484.00			X	Unapproved	NL	
CP-13-26-0007	13-26-0010	666610	Shenandoah	Afforestation of Crop, Hay	FR-1	High		33.61	N	\$ 42,572.63			X	Unapproved	DG	

N/A	13-26-0012	670491	Shenandoah	Small Grain and Mixed C	SL-8B	High	99	13.32	Y	\$	6,439.20			X	Unapproved	AP	
CP-13-25-0004	13-26-0012	670303	Shenandoah	Long Term Vegetative Cd	SL-1	High	83	28.76	N	\$	5,463.45			X	Unapproved	AP	
CP-13-26-0002	13-26-0002	660824	Clarke	Long Term Vegetative Cd	SL-1	Medium	83	39.21	N	\$	38,700.00			X	Unapproved	BL	
CP-13-23-0015	13-26-0011	669114	Clarke	Long Term Vegetative Cd	SL-1	Medium	55	38.86	N	\$	16,614.00			X	Unapproved	AP	
CP-13-26-0004	13-26-0007	662866	Clarke	Stream Exclusion with W	SL-6W	Low	113	29.59	Y	\$	69,562.00			X	Unapproved	MC	
CP-13-26-0004	13-26-0007	662871	Clarke	Extension of Watering Sy	SL-7	Low	111	44.74	N	\$	57,287.20			X	Unapproved	MC	
CP-13-26-0003	13-26-0003	661293	Clarke	Stream Exclusion with W	SL-6W	Low	92	32.98	Y	\$	300,000.00			X	Unapproved	BL	
CP-13-26-0001	13-26-0001	659879	Clarke	Extension of Watering Sy	SL-7	Low	77	44.61	N	\$	66,248.60			X	Unapproved	BL	
CP-13-26-0006	13-26-0009	664068	Clarke	Long Term Vegetative Cd	SL-1	Low	69	44.20	N	\$	20,590.00			X	Unapproved	MC	
CP-13-26-0005	13-26-0008	663300	Warren	Streambank Stabilization	WP-2A	Low	46	39.93	N	\$	267,300.00			X	Unapproved	MC	
CP-13-24-0009	13-24-0014	584633	Frederick	Afforestation of Crop, Hay	FR-1					\$	7,177.50			v	Unapproved	MC	EAN Request
Total 2026 CB VACS Contracts Awaiting Variance Review:																	
Total 2026 CB VACS Contracts Presented for Approval:							\$	1,339,537.98									
Total 2026 CB VACS Funds Approved:							\$	1,332,360.48									

VCAP								
Contract	County	Practice Code	Estimated Cost Share Payment	Tabled	Denied	Approved	Staff	Notes
13-26-001	Shenandoah	CL3	\$ 2,219.20			x	AP	Smith Creek Watershed, 69.2 Ranking
Total VCAP Contracts Presented for Approval:			\$ 2,219.20					
Total VCAP Contracts Approved:			\$ 2,219.20					

8.7.2025 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 as of 8/1/2025	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 7/24/2025	Obligated - Paid as of 7/24/2025
2022 CB VACS	\$ -			\$ -	\$ -	\$ -	\$ 231,601.20	\$ 164,749.88
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -	\$ 209,605.18	\$ 71,382.23
2023 CB VACS	\$ -			\$ -	\$ -	\$ -	\$ 691,136.09	\$ 406,260.00
2024 CB VACS	\$ -			\$ -	\$ -	\$ -	\$ 2,766,370.56	\$ 2,186,361.30
2025 CB VACS	\$ -		\$ 98,500.82	\$ 98,500.82	\$ 6,447.10	\$ 92,053.72	\$ 5,274,378.41	\$ 5,274,378.41

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

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
13-25-0023	614584	2025 CB VACS	SL-6W	\$ 8,144.64	\$ -	Complete-Not Paid	MC	underbudget
13-25-0023	614585	2025 CB VACS	SL-7	\$ 565.29	\$ 439.32	Complete-Not Paid	MC	underbudget
13-25-0011	593146	2025 CB VACS	SL-6W	\$ 84,382.71	\$ 2,071.50	Complete-Not Paid	BL	underbudget
13-25-0021	613257	2025 CB VACS	SL-1	\$ 1,728.14	\$ -	Complete-Not Paid	NL	underbudget
13-25-0103	650626	2025 CB VACS	SL-1	\$ 3,680.04	\$ 118.33	Complete-Not Paid	DG	underbudget
Total of Cancellations and Underbudgets:					\$ 98,500.82			

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

2025 CB VACS Fund														
Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-25-0022	613894	Shen./Long Term Veg. Cover of Cropland	SL-1					\$ 3,653.36			X	Carryover	NL	increase needed for recommended site prep
13-25-0022	613987	Shen./Long Term Veg. Cover of Cropland	SL-1					\$ 537.26			X	Carryover	NL	increase needed for recommended site prep
13-25-0022	613994	Shen./Long Term Veg. Cover of Cropland	SL-1					\$ 2,256.48			X	Carryover	NL	increase needed for recommended site prep
Total 2025 CB VACS Contracts presented for approval:						\$	6,447.10							
Total 2025 CB VACS Funds Approved:						\$	6,447.10							

8.7.2025 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend the board approve all tax credits listed below:										Made By: MG, JMS
	CP-13-25-0020	13-25-0023	614585	Shen./Extension of a Grazing Sy	SL-7	\$		439.32			Vote #
	CP-13-25-0009	13-25-0011	593146	Clarke/Stream Exclusion with Gr	SL-6W	\$		2,071.50			Yay 6
	CP-13-25-0018	13-25-0022	613894	Shen./Long Term Veg. Cover of	SL-1	\$		6,881.32			Nays 0
	CP-13-25-0018	13-25-0022	613987	Shen./Long Term Veg. Cover of	SL-1	\$		1,011.96			0
	CP-13-25-0018	13-25-0022	613994	Shen./Long Term Veg. Cover of	SL-1	\$		4,250.23			
	CP-13-25-0043	13-25-0103	650626	Shen./Long Term Veg. Cover of	SL-1	\$		118.33			
Abstentions:											Abstains
											Motion Passes

Motion 2:	Motion to recommend the board approve cost share for contract 13-26-0006 CCI-SL-6W.											Made By: JB, JMS			
	N/A	13-26-0006	662667	Shenandoah	Stream Excludi	CCI-SL-6W	High	109	26.77	N	\$	5,412.50	Vote	#	
														Yay	6
														Nays	0
														Abstains	0
Abstentions:														Motion Passes	

Motion 3:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0004 WP-4SF.											Made By: JMS, RB		
	CP-13-26-0008	13-26-0004	662312	Shenandoah	Seasonal Feeding	WP-4SF	High	121	21.96	N	\$	193,686.90	Vote	#
													Yay	4
													Nays	0
													Abstains	2
	Abstentions: JB and RC abstained due to differences of opinion regarding the spec.												Motion Passes	

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0005 WP-4LL.											Made By: JMS, MG		
	CP-13-25-0053	13-26-0005	662313	Shenandoah	Loafing Lot Man	WP-4LL	High	115	9.44	N	\$	242,484.00	Vote	#
													Yay	4
													Nays	0
													Abstains	2
	Abstentions: JB and RC abstained due to differences of opinion regarding the spec.												Motion Passes	

Motion 5:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0010 FR-1.											Made By: BC, JB			
	CP-13-26-0007	13-26-0010	666610	Shenandoah	Afforestation of	FR-1	High		33.61	N	\$	42,572.63	Vote	#	
														Yay	6
														Nays	0
														Abstains	0
	Abstentions:													Motion Passes	

Motion 6:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0012 SL-8B.											Made By: BC, JB		
	N/A	13-26-0012	670491	Shenandoah	Small Grain and	SL-8B	High	99	13.32	Y	\$	6,439.20	Vote	#
													Yay	6
													Nays	0
													Abstains	0

Abstentions:												Motion Passes
Motion 7: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0012 SL-1.												Made By: JB, RB
CP-13-25-0004	13-26-0012	670303	Shenandoah	Long Term Veg	SL-1	High	83	28.76	N	\$	5,463.45	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes
Motion 8: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0002 SL-1.												Made By: JB, JMS
CP-13-26-0002	13-26-0002	660824	Clarke	Long Term Veg	SL-1	Medium	83	39.21	N	\$	38,700.00	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes
Motion 9: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0011 SL-1.												Made By: JB, JMS
CP-13-23-0015	13-26-0011	669114	Clarke	Long Term Veg	SL-1	Medium	55	38.86	N	\$	16,614.00	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes
Motion 10: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0007 SL-6W and SL-7.												Made By: RC, RB
CP-13-26-0004	13-26-0007	662866	Clarke	Stream Exclud	SL-6W	Low	113	29.59	Y	\$	69,562.00	Vote #
CP-13-26-0004	13-26-0007	662871	Clarke	Extension of Wa	SL-7	Low	111	44.74	N	\$	57,287.20	Yay 6
												Nays 0
NOTE - the SL-7 amount to be requested for board approval should be \$87,287.20												Abstains 0
Abstentions:												Motion Passes
Motion 11: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0003 SL-6W.												Made By: RC, JMS
CP-13-26-0003	13-26-0003	661293	Clarke	Stream Exclud	SL-6W	Low	92	32.98	Y	\$	300,000.00	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes
Motion 12: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0001 SL-7.												Made By: JB, JMS
CP-13-26-0001	13-26-0001	659879	Clarke	Extension of Wa	SL-7	Low	77	44.61	N	\$	66,248.60	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes
Motion 13: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0009 SL-1.												Made By: JB, RB
CP-13-26-0006	13-26-0009	664068	Clarke	Long Term Veg	SL-1	Low	69	44.20	N	\$	20,590.00	Vote #

	Yay	6
	Nays	0
	Abstains	0
Abstentions:	Motion Passes	

Motion 14: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0008 WP-2A.											Made By: RC, JMS	
CP-13-26-0005	13-26-0008	663300	Warren	Streambank Sta	WP-2A	Low	46	39.93	N	\$	267,300.00	Vote #
												Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes

Motion 15: Motion to recommend the board approve transfer of 2026 funds to contract 13-24-0014 FR-1 for Extreme Act of Nature.											Made By: JB, JMS		
CP-13-24-0009	13-24-0014	584633	Frederick	Afforestation of	FR-1					\$	7,177.50	Vote	#
												Yay	6
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Motion 16:	Motion to recommend the board approve cost share increase for contract 13-25-0022 SL-1s (3 instances)										Made By: JB, JMS		
		13-25-0022	613894	Shen./Long Term Veg. Cover of	SL-1					\$	3,653.36	Vote	#
		13-25-0022	613987	Shen./Long Term Veg. Cover of	SL-1					\$	537.26	Yay	6
		13-25-0022	613994	Shen./Long Term Veg. Cover of	SL-1					\$	2,256.48	Nays	0
Abstentions:												Abstains	0
												Motion Passes	

Motion 17:	Motion to recommend the board send contract 13-26-001 CL-3 to the VCAP Steering Committee.								Made By: JB, JMS	
		13-26-001	Shenandoah	CL-3	\$	2,219.20				Vote #
										Yay 6
										Nays 0
										Abstains 0
Abstentions:										Motion Passes

Motion 18: Motion to recommend the board approve Equipment Tax Credit eligibility documents for Wightman. 	Made By: RC, RB	
	Vote	#
	Yay	6
	Nays	0
	Abstains	0
Abstentions:	Motion Passes	

Motion 19: Motion to recommend the board approve Participant Agreement - Resource Concerns for Animal Waste Structures.											Made By: JB, JMS
											Vote #
											Yay 6
											Nays 0
											Abstains 0
Abstentions:											Motion Passes

Motion 20:	Motion to recommend the board sign the Chesapeake Bay Foundation letter of support regarding the revised Chesapeake Bay Watershed Agreement.										Made By: JB, JMS		
											Vote	#	
												Yay	5
												Nays	0
												Abstains	1
Abstentions: RC abstains due to wanting more information regarding the agreement and support letter.												Motion Passes	

Motion 21: Motion to adjourn.											Made By: RC, MG Vote # Yay 6 Nays 0 Abstains 0 Motion Passes
Abstentions:											

722-B East Queen Street
Strasburg, VA 22657
Telephone: (540) 465-2424, Ext. 5
Website: <http://lfsxcd.org>

Agreement for Protecting Resource Concerns Associated with Animal Waste Structures Built on Alternate Properties

In certain scenarios (i.e. rented farms, construction limitations, etc.), the Soil and Water Conservation District (SWCD), in coordination with the Department of Conservation and Recreation (DCR) Engineer, may approve the construction of an Animal Waste facility to be built at an alternative property from where the qualifying herd and resource concern are evaluated. Under such circumstances, the participant agrees to the following requirements in order to remain in program compliance:

1. For feeding and manure storage structures, at no time during the lifespan of the practice will “concentrated feeding” occur or will manure be piled outside on the acres associated with the qualifying herd(s). The term, “Concentrated feeding” shall share the same definition as “Heavy Use Areas/Animal Concentration Areas” (“HUA/ACA”) as listed on the Risk Assessment document, which is defined as:

“HUA/ACA” means areas which have a high concentration of livestock, large amounts of waste and the inability to sustain vegetation.

2. For structures approved for waste storage only, at no time during the lifespan of the practice will manure be piled outside on the acres associated with the qualifying herd(s).
3. Employees or agents of DCR or SWCD will be granted access to the qualifying property to conduct spot-checks at any time during the lifespan of the approved structure.

I, _____, certify that I have read and understand the guidelines contained herein. I further understand that if I fail to comply with these guidelines, I will pay back all cost-share funds received by me for the waste storage structure.

Producer Signature

Date

District Director

Date

I, _____, the owner of the qualifying property hereby certify that I have read and understand the compliance requirements mentioned above that are associated with my property and further affirm that I consent to employees or agents of DCR and/or the SWCD to conduct spot checks of the qualifying property at any time during the lifespan of the approved structure.

Landowner Signature

Date

Part 3: ELIGIBLE BEST MANAGEMENT PRACTICES**Section 3.0 General Policies**

VCAP practices are considered “retrofits”. A retrofit occurs when a BMP is installed that creates storage to reduce nutrients from existing developed land that is not currently receiving any stormwater treatment (CBPWQGIT, 2012).

The practices in this section are organized by the level of engineering required for their design. When engineering is required, the practices are further divided by scale or scope of the project. As a guideline, the following is the assigned level of engineering for the BMPs in this section:

Basic practices generally require no engineering in their installation and minimal planning. These can generally be planned and installed by a participant with minimal District assistance.

3.1 Impervious Surface Removal (ISR)

3.2 Conservation Landscaping (CL)

Intermediate practices require more extensive planning and may require some engineering and thus may require the participant to hire a skilled contractor.

3.3 Rain Garden (RG)

3.4 Dry Well (DW)

3.5 Constructed Wetland (CW)

Advanced practices require extensive planning, the hiring of a skilled contractor or engineer, and installation certification.

3.6 Vegetated Stormwater Conveyance (VSC)

3.7 Rainwater Harvesting (RWH)

3.8 Bioretention (BR)

3.9 Infiltration (IF)

3.10 Permeable Pavement (PP)

3.11 Green Roof (GR)

3.12 Living Shorelines (LS)