

Board of Directors, Board Packet 3/12/2026



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Attachments:

Chair Report Items

- *Letter of Support to CBF for NFWF* page 26
- *Email from Megan; RE: Area I Nominees* page 27

Treasurer / Finance

- *Monthly Financial Reports (please review for Board approval/acceptance)* pages 28 - 35

CTC

- *Minutes & Motions* pages n/a
- CTC will meet prior to the Board at 9:00 am in the Community Center Room



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

March 12, 2026

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
Senior Conservation Specialist – Madison Coffey
Conservation Specialist – Ben Loyd
Conservation Specialist – Brett Ramer
Conservation Specialist – Olivia Donachie
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

FY26 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **FY 25 (2024-25) Annual Report:**
Date Presented: __ 9/2/2025 _____

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: __ 9/11/2025 _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: __ 1/8/2026 _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: __ 1/8/2026 _____
- **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): __ 1/14/2026 _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** __ reviewed 1/14/2026; _board approved edits 2/12/2026 _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: __ 1/14/2026 _____

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): __ 11/5/2025 _____

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
March 12, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

At this point, VCAP is still 'alive' in the funding deliberations going on in the General Assembly. It is also great that we are getting some good rainfall and our drought level rating has improved one notch! Hopefully we will steadily increase our BMP projects on the road to another banner year. On the local front, according to headlines, our counties and Winchester are struggling to balance their budgets for the coming year and they have no new pots of money to address their competing priorities. It will be a while before we learn our fate. There is still time to sign up for the Area I meeting on March 24 in Lexington - do it now and let Sarah know. Due to a personal situation, my time will be limited for a while and I hope you will bear with me.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the February 2026 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- **Looking ahead**; Committee Chairs please be thinking of any Budget Requests you may have for FY27 and send them to Sarah by April 15.
- 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**

Monthly Happenings:

- Printer Lease updates.
- VACCS/CareCare review/update (vehicle insurance)
- SAM registration/renewal update.
- 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 / Account Reconciliation, Monthly Reports.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- 2/9 Records Management Training webinar (Law Library of VA)
- 2/12 Monthly Board Meeting
- 2/18 PACE webinar (1 credit)
- 2/19 SHRM Webinar (1 credit)
- 2/24 attended the Warren County budget request presentation meeting w/ Madison
- 2/26 SHEM Webinar (1 credit)

Office closings:

- 2/16/2026 President’s Day

**Conservation Programs Manager
Dana Gochenour**

- On Leave

**Senior Conservation Specialist
Nick Livesay**

Training

- Conservation Plan Training Webinar – DCR
- Annual VANTAGE conference – Rockingham County Fairgrounds with staff

Promoting BMPs

- Sine (SL-6N: Narrow Passage, Shen. Co.) correspondence re: Trail and Walkway
- Correspondence with potential SL-6W in Clarke County
- Correspondence with potential SL-6W (spring drainage) in Frederick County
- Developed Equipment Tax Credit packets for multiple producers
- Followed up with some participants on Carryover List
- Visit with potential WP-4LC in Shen. Co. with Madison and Olivia
- Foltz (WP-4SF: Shen. Co.) developed AWMS plan
- Visit with potential SL-1/SL-8H/FR-1 planting in Fred. Co. with partner agencies
- Visit with producer in Clarke County interested in multiple projects with Olivia
- Visit with potential SL-6W (Froman Run) in Frederick County with Brett
- Visit with potential SL-6W (Stoney Creek) in Shenandoah County with Madison
- Visit with potential WP-4LL (Painter Run) in Shenandoah County with Madison
- Planning webinar for Blandy Buffer Workshop with partners
- Engineering Visit with Amanda Pennington – two farms with Madison, Ben, Brett
- Visit with potential SL-6N in Shenandoah County with Madison
- Final Cover Crop follow ups
- Visit with potential SL-6W / SL-10 (Stoney Creek) in Shenandoah County
- Romero (SL-6W: Mulberry Run, Shen. Co.) pre-con meeting for stream crossing
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Meeting in office with potential landowner interested in several BMPs

Other Relations

- Presented to Clarke County BOS with Madison
- Holiday – Presidents Day 2/16
- CTC and Board Meeting – 2/12

**Conservation Specialist
Madison Coffey**

Training:

- VANTAGE Conference – 2/18/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Initial site visit with Brent and Brian (NRCS) on 2/3/2026 for a potential multi-practice project in Shenandoah County.
- In-office visit with Brett on 2/4/2026 for a potential WP-2W project in Warren County. Sent follow-up information to the participant.

- Follow-up site visit with Olivia on 2/5/2026 to review the cost estimate and conservation plan for a potential FR-1 project in Frederick County.
- Initial site visit with Nick and Olivia on 2/11/2026 for a potential animal waste project in Shenandoah County.
- Initial site visit with Nick on 2/19/2026 for a potential stream exclusion project in Shenandoah County.
- Follow-up site visit with Nick on 2/19/2026 for a potential animal waste project in Shenandoah County to discuss programmatic criteria and building requirements.
- Engineering visits with Nick, Ben, and Brett to determine qualification for multiple animal waste practices in Shenandoah County.
- Follow-up site visit with Nick and Felicity (CBF) on 2/24/2026 for a potential stream exclusion project in Shenandoah County. Reviewed different practice options that we could provide to see which would be the best fit.
- Initial site visit with Cynthia (VCE) on 2/24/2026 for a potential stream exclusion project in Warren County.

Other Activities:

- CTC Agenda Prep – 2/2/2026
- SVCC Cross-Training Call – 2/10/2026
- CTC Meeting – 2/12/2026
- Board Meeting– 2/12/2026
- Clarke Count BOS Budget Request Hearing – 2/19/2026
- Warren County BOS Budget Request Hearing – 2/24/2026

Conservation Specialist

Ben Loyd

Training:

- VANTAGE Virginia No-till Alliance Winter Conference – 2/18/2026

Promoting BMPs:

- Update plan map and cost estimate for proposed SL-6W – Shenandoah County
- Update conservation plan, plan map and cost estimate for proposed FR-1 – Shenandoah County
- Initial visit with Brett and Olivia for possible SL-6W – Clarke County
- Follow up visit for possible FR-1 and SL-7 – Shenandoah County
- Fence as-built for completed WP-4LL – Shenandoah County
- Enter a proposed FR-1 and SL-7 into CAS and complete resource concerns – Shenandoah County
- Enter proposed SL-6W into CAS and complete conservation plan – Shenandoah County
- Review AWMS for approved WP-4SF – Shenandoah County
- Initial visit with Brett and Felicity (CBF) for potential SL-6W – Clarke County
- Reimbursement breakdown for completed SL-6W – Clarke County
- Engineering visits with Amanda (DCR), Brett, Madison, and Nick for possible animal waste – Shenandoah County
- Cover Crop checks for Woodstock area with Brett, Madison, and Nick – Shenandoah County
- Cover crop checks with Brett for all of Clarke and Warren County
- Follow up visit with Brett and NRCS for approved FR-1 to go over fence layout – Clarke County
- Follow up visit with Brett for potential SL-6W/SL-7 – Clarke County
- Cover crop checks with Brett for southern Shenandoah County
- Initial visit with NRCS for potential WP-4SF, SL-6W/SL-7 – Shenandoah County
- Initial visit for potential SL-1 - Shenandoah County

Other Activities:

- CTC Meeting – 2/12/2026
- Board Meeting – 2/12/2026

**Conservation Specialist
Brett Ramer**

- **Training**
 - VANTAGE Winter Conference - 2/18/2026
- **Promoting BMP's**
 - Initial Visit with Ben & Olivia in Clarke County (SL-6/7)
 - Meeting with Bruce Colton & Madison (WP-2N/2W)
 - Initial Visit with potential producer in Frederick County w/Nick
 - Follow-up visit with Ben in Clarke County
 - Engineering field visits w/DCR
 - Several days of cover crop checks with different staff all over the District
 - Follow-up visit with Ben in Clarke County
 - Fencing meeting w/Ben, NRCS, and contractor
- **Other Activities**
 - Correspondence with VA Chapter of SWCS and getting travel support for the International Conference. Completed application for SWCS International Meeting - travel support
 - Completed VACDE Membership paperwork
 - Email correspondence with Virginia Chapter SWCS
 - CTC and Board Meeting - 2/12/2026
 - Correspondence with potential applicant in Frederick County
 - Correspondence to cover crop applicant
 - 2 hours of sick leave for doctor's appointment - 2/19/2026

**Conservation Specialist
Olivia Donachie**

Trainings/Conferences:

- Conservation Planner Certification Trainings:
 - Pesticide Management Orientation through Virginia Tech
 - AgLearn exams were waived per Carl's instruction!

Promoting BMPs:

- Sent out NMP reminder letters **2/10**
- Initial Visit for SL-6 in Clarke County with Ben and Brett **2/3**
- Follow-up visit for SL-6W in Clarke County with Nick **2/13**
- Cover crop rechecks **2/24-25**
- Troubleshooting of ArcPro - making maps and doing cost estimates.
- Worked on entering contracts for 2 FR-1's into Tracking. Practiced entering projects into the Conservation Planning module. Got paperwork signed and put together participants' folders.

Other Activities:

- CTC/Board Meeting **2/12**
- Out sick most of third week of February

**Program Support Specialist
Lisa Parks**

Promoting BMPs

- Processed the 13 new BMPs approved at the February board meeting and mailed Part IIs to participants for signature.
- Visited multiple producers' cover crop fields, took pictures, and filed as proof of verification.

- Created new CCI-SL-6N for a producer to renew their practice for 5 more years - performed site visit/inspection to ensure BMP was functional.
- Provided specifications to 2 new potential SL-6 participants who called into the office.

VCAP

- Submitted VCAP Application packet for a Frederick County rainwater harvesting participant to State Steering Committee and the project was approved for funding by the state on 2/27/2026.
- Attended VCAP water cooler meeting on best practices for documenting and tracking VCAP projects - 2/10/2026

Other Activities:

- Attended quarterly dam working group meeting - 2/19/2026
- Attended LFSWCD Technical Meeting - 2/12/2026
- Attended LFSWCD Board Meeting - 2/12/2026
- Worked with Sarah to process renewal payment of our internet domain "lfswcd.org"
- Started updates to our contractor listing - ensuring we have good contact data and services provided for each.

Education & Conservation Specialist

Allyson Ponn

- *On Leave*

Upcoming Events:

- 3/25 LFSWCD Envirothon @ Museum of the Shenandoah Valley

Conservation Technical Committee

Mary Gessner

- The CTC will meet prior to the Board meeting on 2/12/202 @ 9:00am in the Community Center Room.
- CTC Motions will be presented/reviewed during the Board meeting.

Motions: will be made for necessary items.

Dam Safety & Conservation Easements

Jim Fagan

- In Jim's absence Lisa will give an update on the Dam Safety Table-top Exercise with the Town of Woodstock.

Education & Information

Joan Comanor

Envirothon on March 25 at the Museum of the Shenandoah Valley - a terrific setting, especially if Ally can make arrangements with the weather gods!

Legislative Committee

Paul Burkholder

- The legislative and executive budget workout is expected by early Spring. All districts contributed to the email lobbying effort pertaining to our cost sharing program known as VCAP. As you know VCAP has been a fast growing and very popular program and the governor has zeroed it out of her budget. Time will tell but thanks to all who took the time to send an email supporting VCAP!

Personnel

Joan Comanor

- Nothing to report (all is good!)

Operations

Justin Mackay-Smith

- No new items.

Northern Shenandoah Valley Regional Commission Mary Gessner

- The Septic Pump Out Program is underway in Clarke, Frederick and Shenandoah Counties and will be expanded into Page and Warren Counties. Eligible homeowners must make 80% or less of the median area income. Promotional materials have been provided to our staff. NSVRC staff hope to secure grant funding to cover necessary repairs that are identified. Discussion of the Stormwater BMP Tracking Program was rescheduled to next meeting, which will be April 16.

Shenandoah County Water Resources Advisory Committee Joan Comanor

- A meeting is scheduled for March 11 - at last!

Shenandoah Pure Water Forum Jack Owens

- The Shenandoah Valley Pure Water Forum will hold its 1st Quarter meeting virtually on Friday, March 13. With the Board meeting starting at 1:15pm and a presentation on Rockingham County Schools draft Environmental Literacy Plan starting at 2pm.

Natural Resources Conservation Service (NRCS) Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR) Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Quarterly Reports due April 15, 2026**, 3rd Qtr. Attachment E, cash balance and Profit & Loss reports.
- **Security for Public Deposits Act (SPDA) Verification:** Reminder about the requirement under the Security for Public Deposits Act (SPDA) that requires verification for bank account balances of public funds. SWCDs must have log-in and verify accounts on a quarterly basis. <https://spda.trs.virginia.gov/search/user/signin> Anyone who sets up a log-in and password will get a notification regarding the deadline each quarter. **The 4th Qtr. deadline is March 28, 2026.**
- **A DRAFT version of the Desktop Procedures for District Operations** was shared via email. This DRAFT version is now open for comment and we welcome all suggestions. **Please take some time to review the document thoroughly and send your comments and questions to blair.gordon@dcr.virginia.gov by March 16th.** Following this comment period, the edits will be presented to the VA. Soil and Water Board at their April board meeting for their review and comment. The final, board approved version will not be in effect until July 1, 2026
- **Complete your Annual Fixed Asset Inventory** –See the Desktop Procedures for additional details (Pages 26, 27, 41) All inventory items should be tagged, and the serial tag number included on the inventory listing. Remember that all external data storage devices, regardless of value, must be included on the inventory list due to the important data and intellectual property stored on these devices. The fixed assets inventory should be revisited annually, and all changes should be board approved and recorded in the minutes
- **Finance Committee Meetings.** The Desktop Procedures for District Fiscal Operations requires that “the finance committee (or designated group) meet at least twice a year to establish a budget and to review financial statements. Minutes of these meetings must be prepared and maintained by the district in accordance with FOIA. The Chair of the Finance Committee should sign the minutes.
- **Review of the Desktop Procedures Manual.** As per the Operations grant agreement, each SWCD must ensure that “DCR’s Desktop Procedures is annually reviewed by the District Board or their Finance Committee and documented in board meeting minutes.
- **SWCDs should conduct an annual review of all District policies and record the review/approval** of these policies in Board meeting minutes in accordance with the Desktop Procedures The documented policies should be updated to show the most current review/revision date listed on each policy document.
- **Committee Meetings:** As your SWCD schedules committee meetings, please remember the following:

- Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including Personnel Committee meetings, must be advertised to the public and minutes must be taken at each meeting.
- Remember to reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (Reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
- A committee report should be presented to the board at the next appointed SWCD meeting.
- Committee meeting minutes should be handled in one of two ways:
 - Minutes should be approved by the committee at the next committee meeting, OR
 - Minutes should be approved by the full board at a regular board meeting if no committee meeting is scheduled for the near future.
- Once approved by the committee or Board of Directors, committee meeting minutes should be signed by the committee chair. Per the grant agreement, committee meeting minutes must be submitted to the CDC

AG & COST SHARE ITEMS:

- **Next dates for Disbursement letters:**
Pull obligations May 1, letters to DCR May 6, dated to SWCDs May 11
Pull obligations June 1, letters to DCR June 3, dated to SWCDs June 8
- **Follow-up to CY25 Random and End of Lifespan Verifications:** Please continue to work with participants who have BMPs with maintenance needs or repayment needs. Update Verification Module as repairs are made/repayments received.
- **Host at least one agricultural community outreach event** during the year
- **NRCS/ SWCD Piggyback Reminder.** Please make sure that both the SWCD and NRCS are working together in the planning stages of piggyback practices to ensure that these practices receive SWCD board approval prior to the participant initiating the practice. Remember that the VACS program goals are slightly different than those of NRCS and there may be items included by NRCS that are not eligible to receive VACS funding so please check components carefully against VACS practice specifications. It is also important to note that there may be additional requirements in the VACS specifications that must be met prior to practice approval, particularly where animal waste practices are concerned. Finally, please remember to abide by the rate set forth in the VACS practice specifications to ensure that it is not exceeded when paying the SWCD portion of the cost-share.
- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY27. Keep in mind that only certain practices are eligible for carryover status. Districts should reference Pages II-42-II-46 of the *FY26 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices approved in FY26 that are listed as “two-year completion date eligible” do not need formal board approval prior to the end of this FY. Other practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to COB 06/30/26.
 - Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/26 can only be carried over again with prior approval from DCR. **Requests to carry BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15.** For each practice requested, District staff will need:
 - To 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.
 - To send an email to Sara (sara.bottenfield@dcr.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, but **if submitting requests for multiple practices please include them all in a single email.**

The “Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27” is available in Logi.

- **Verifications for 2026** have been uploaded into CAS.
 - **2026 End of Lifespan (EOL) BMP Verifications:** To be completed by 09/30/26. Any 2026 and 2027 EOLs completed by 09/30/26 will qualify for an incentive payment. \$200/\$250 reimbursement rate.
 - **CY 2026 Random Verifications:** Will be scheduled w/ SWCD staff this summer.
- **VACS Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that many VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to the BMP Table Pages 1-4 of the *PY26 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last-minute requests. Another option is to refer producers to DCR’s

Direct Pay Program that pays private plan writers to provide plans. DCR created an NMP Information Sheet for districts to use. It can be downloaded from DCR’s website: <https://www.dcr.virginia.gov/soil-and-water/document/VACS-NutMgmt-FILLABLE-flyer.pdf>

- **Conservation Planning Training Update:** The associated tests for the online courses in COVLC are *no longer required*. When you finish the video for the training, log your completion date into the CAS Cons. Planning training module. The classes affected are:

Overview of Water Quality Resource Assessment
Nitrogen Management and Concerns
Phosphorus Management and Concerns
Sediment Management
Water Bodies
Pest Management and Water Quality Implications
Water Management

- **DCR Conservation Planner Certification Courses Announced:** Training dates have been announced for CY 2026 for anyone working towards the DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov
Certification 2026 In-person training dates for *initial* conservation planner certification courses.
****April 1-2 Conservation Selling Skills** - Central Virginia Community College, Lynchburg, VA
****May 20 Stream ID Course** – Charlottesville, VA 8am-4:30pm
****Nutrient Management courses** Summer/Winter
****October 7-8 VA Resource Training** – Online Webinars
****RUSLE 2 Part A, B, C** - TBD
****October 14-16 DCR Conservation Planner Course** – In Person Buckingham County

UPCOMING DATES TO REMEMBER:

- Mar 14: VA General Assembly Adjourns
- Mar 20: VA Soil & Water Conservation Board Meeting, Twin Lakes State Park
- Mar 24: Area I Spring Meeting**, VA Horse Center, Lexington, Natural Bridge SWCD hosting
- April 8: VASWCD Board Meeting, Drury Plaza Hotel, Richmond, Register with VASWCD by April 1st
- April 13: Review of the Proposed Changes to the Desktop Procedures, 11:00 am Zoom mtg details forthcoming from VASWCD
- April 15: VA Soil & Water Conservation Board Meeting, Pocahontas State Park
- April 15: Area II Spring Meeting**, Oatlands, Leesburg, Loudoun SWCD hosting
- Apr 15: FY26 3rd Quarterly Reports, Att E & related Financial reports due to DCR**
- April 22: Veto Session for the VA General Assembly
- April 23: Area II Envirothon, **Graves Mountain Lodge, Culpeper & Thomas Jefferson SWCDs co-hosting**
- April 28: Area I Envirothon at **Grand Caverns**
- April 30: BMP approvals must be in CAS by COB for disbursement in May**
- May 11: VA Soil & Water Conservation Board Meeting Twin Lakes State Park
- May 15: Deadline to request approval from DCR’s Sara Bottenfield for carryovers into a 4th program year. (all requests for carryover into the 4th year in a district are to be submitted as a single email to Sara)
- May 30: BMP approvals must be in CAS by COB for disbursement in June
- June 15: Deadline for obligating PY26 VACS funds

DIRECTOR REMINDERS: Check with SWCD Admin staff to see when you took these courses last.

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. **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.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. VA FOIA Council Training link: <https://foiacouncil.dls.virginia.gov/training.htm> **Local Officials Course** - This course is designed for local officials (including SWCD

Directors) **Local Officials Webinar Training at 10:00 am on March 4; April 8; and May 13** Please use this link to register for the Local Elected Officials Training Course, <https://event.webinarjam.com/r416v/register/oxo64aw0>

CDC Report sent to districts 3/2/2026.

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 continue to do as many farm inspections as we can schedule right now. Strict biosecurity is followed with no more than one farm visit in a 72-hour period through April 2026. All other scheduled inspections will be focused on record review. There continue to be cases of avian flu especially in Pennsylvania and some other neighboring states.
2. The Valley Regional Office continues to be the administrative office for the DEQ Northern Regional Office AFO permits. We did all on-site inspections last fiscal inspection year and plan to do the same this year.
3. Due to the severe weather our area has experienced, many farm structures have either totally collapsed or had a partial collapse. At last count, there have been at least 20 farm structures impacted due to the snow/ice weight on the roofs with many of them being poultry houses. A fact sheet is attached to this report for anyone looking to navigate the issue of a building collapse. Additional resources are located on the DEQ Catastrophic Loss Resources webpage: <https://www.deq.virginia.gov/water/land-application-beneficial-reuse/animal-agricultural-waste/emergency-animal-mortality-management-for-non-disease-scenarios/catastrophic-loss-resources>
4. Cargill is reported to be selling its Valley turkey operation to Pittman Family Farm based in California. Many details have yet to be released such as the sale closure date and possible changes to the current structure of the valley facilities.
5. Rockingham County is considering a restart of the Agricultural Advisory Committee. A meeting is planned with current listed members and inviting DEQ and VDACS staff to discuss complaints and how each agency responds to them.

FACT SHEET-What Poultry Growers Need to Know About Handling Catastrophic Loss at Poultry Operations
<https://lfsxcd.sharepoint.com/sites/LordFairfaxSoilWaterConservationDistrict/Shared%20Documents/Public/AGENDAS%20-%20LFSWCD%20Board%20Meetings/2026%20Board%20Meetings/March%202026/Reports/FACT%20SHEET-What%20Poultry%20Growers%20Need%20to%20Know%20About%20Handling%20Catastrophic%20Loss%20at%20Poultry%20Operations.pdf>

MISC.

MINUTES

The February 12, 2026, 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
Robert "Bobby" Clark
Paul Burkholder
Jack Owens

Associate Directors

Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS
Cynthia Fairbanks, VCE

LFSWCD Staff Members

Ben Loyd
Nick Livesay
Sarah Fleming
Dana Gochenour
Madison Coffey
Lisa Parks
Brett Ramer
Olivia Donachie

Absent Directors or Staff:

Kermit Gaither
Emma Bricker
Mark Huddleston
Randy Buckley
Reid Hoak
Stephanie Shillingburg
Jason Bushong
Allyson Ponn

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

- Introduction of guest, Cynthia Fairbanks VCE Extension Agent

MOTION: Board approval of the January 8, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Chairwoman’s Report: Joan Comanor

- Joan welcomed Cynthia Fairbanks, the new agricultural extension agent based in Warren County and the Board and staff introduced themselves to her.
- Reviewed written report.
- Congrats to Ben on his upgraded Water System EJAA.
- Gave an update on phone meeting with Kyndall Tyree re: State Budget and Legislative items
 - Hot Topics: VCAP Funding, Solar Permits, Data Centers, PFAS, Bio-Solids
- Area I Spring meeting will be held March 24, 2026 in Lexington, VA.
- Local Envirothon March 25, 2026, Winchester, Va.
- Jim Fagan will be joining the Shenandoah County Planning Committee.
- Bobby Clark shared PFAS information from his extension perspective.

Treasurer & Finance Report: Stephanie Shillingburg

- In Stephanie’s absence Sarah reviewed the written report. Reminded Committee Chairs to send Budget requests to Sarah.

MOTION: to Accept and file for audit the Treasurer’s Report/Documents for January 2026 (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

MOTION: to Accept the 1/8/2026 Finance Committee meeting minutes (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

MOTION: to approve the Lease Agreement with Virginia Business Systems for a Xerox 8235 Copier (as presented in the 2/12/2026 Board Packet). Motion made by Mary Gessner, seconded by James Fagan. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

MOTION: to Accept the Credit Card Policy (as presented in the Board Packet) with one minor edit as discussed during the Board meeting. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- On leave

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Cover Crop initial checks

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Conservation Planner re-certification has been approved.
- Commented on Forage and Grassland Training participation at BRCC – Cons plan credit were earned.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Commented on Forage and Grassland Training participation at BRCC – very interesting presentation by a speaker from Missouri on Warm Season Grasses in rotational grazing.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Now has access to the ARC map software.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Now has access to the ARC map software. Still no access to Ag-Learn exams.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- Cover Crop site checks.
- VCAP still remains popular – 1 of our submitted projects was approved last month at state level.
- Researched CAD software and sent staff a demo link for review.

Education and Conservation Specialist, Allyson Ponn:

- In Allyson’s absence Nick reminded those in attendance of:
 - the Local Envirothon to be held March 25, 2026, at the Museum of the Shenandoah Valley.
 - Conservation Field Day, Caroline Furnace – March 26, 2026.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion 1: Motion to recommend the board approve cost share increase and tax credit for 13-25-0015 WP-4LL

	13-25-0015	601195	Shen./Loafing Lot Management	WP-4LL					\$	26,664.94
CP-13-25-0013	13-25-0015	601195	Shen./Loafing Lot Management	WP-4LL	\$	21,323.75				

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 2: Motion to recommend the board approve cost share increase for 13-26-0016 SL-1

CP-13-26-0014	13-26-0016	713301	Frederick	Long Term Veg. Cover on Cropld	SL-1					\$	1,429.38
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 3: Motion to recommend the board approve conservation plan and cost share for 13-26-0010 FR-1											
CP-13-26-0007	13-26-0010	735318	Shenandoah	Afforestation of Crop, Hay and FR-1	High	109	31.36	N	\$	9,975.00	

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 4: Motion to recommend the board approve conservation plan and cost share for both instances of 13-26-0101 SL-6Ws											
CP-13-26-0024	13-26-0101	734975	Shenandoah	Stream Exclusion with Wide W SL-6W	High	106	12.10	Y	\$	176,160.50	
CP-13-26-0024	13-26-0101	734974	Shenandoah	Stream Exclusion with Wide W SL-6W	High	99	7.41	Y	\$	56,475.50	

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 5: Motion to recommend the board approve conservation plan and cost-share for 13-26-0010 SL-7											
CP-13-26-0007	13-26-0010	668755	Shenandoah	Extension of Watering Systems SL-7	High	100	31.49	N	\$	64,757.00	

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 6: Motion to recommend the board approve conservation plan and cost share for 13-26-0106 SL-6W

CP-13-26-0028	13-26-0106	735800	Shenandoah	Stream Exclusion with Wide W	SL-6W	High	93	25.62	Y	\$	119,696.50
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 7: Motion to recommend the board approve conservation plan and cost share for 13-26-0103 SL-6W

CP-13-26-0026	13-26-0103	735193	Frederick	Stream Exclusion with Wide W	SL-6W	High	83	21.60	Y	\$	68,197.50
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 8: Motion to recommend the board cost share for 13-26-0100 SL-8B and SL-8H

N/A	13-26-0100	734408	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	98	14.20	Y	\$	7,660.00
N/A	13-26-0100	734409	Frederick	Harvestable Cover Crop	SL-8H	Medium	93	40.06	N	\$	1,922.00

Motion made by Mary Gessner, seconded by James Fagan. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 9: Motion to recommend the board approve conservation plan and cost share for 13-26-0104 FR-1

CP-13-26-0027	13-26-0104	735334	Clarke	Afforestation of Crop, Hay and FR-1	Medium	91	37.86	N	\$	1,312.50
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 10: Motion to recommend the board approve conservation plan and cost share for 13-26-0086 FR-1

CP-NRCS	13-26-0086	732102	Clarke	Afforestation of Crop, Hay and FR-1	Low	98	48.72	N	\$	23,343.75
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 11: Motion to recommend the board approve conservation plan and cost share for 13-26-0102 FR-1

CP-13-26-0025	13-26-0102	735084	Frederick	Afforestation of Crop, Hay and FR-1	Low	55	43.55	N	\$	8,508.50
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 12: Motion to recommend the board approve sending contract 13-26-003 RWH to the VCAP steering committee.

	13-26-003	Frederick	RWH	\$	6,352.00
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 13: to recommend the board approve CP-13-26-0023 for easement. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 14: to recommend the board approve transfer of responsibility for VCAP contract 13-19-001. Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 15: to recommend the board delegate authority to the Board Chair to sign letters of support, upon recommendation of CTC Chair, once templates are received and reviewed. Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Personnel – Joan Comanor

MOTION: to Accept the 1/14/2026 Personnel Committee meeting minutes, edits to the Personnel policy and the Associate Director Policy and Job Description documents (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Randy Buckley, Reid Hoak, Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Robert Clark departed from the meeting at 10:55am. Quorum was lost.

Dam Safety & Conservation Easements - Jim Fagan

- Tabletop Exercise April 8, 2026, w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - If you are interested in being included on the informational emails contact Jill Jefferson at the Town of Woodstock.

Education & Information – Joan Comanor

- No new items.

Legislative – Paul Burkholder

- Speaking points covered in the Chair report.

Operations – Justin Mackay-Smith

- Committee Chairs be looking ahead to the review of the Annual Plan of Work and Strategic Plan which will take place in the upcoming months.

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. – There are no meetings taking place currently.

Shenandoah Pure Water Forum – Jack Owens

- No new items to report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie was absent from the meeting.
- Sarah reminded Board members of needed FOIA training.

Virginia Cooperative Extension: Robert “Bobby” Clark

- Bobby left the meeting early.
- Cynthia Fairbanks, VC extension agent shared more information on PFAS.

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:

The meeting adjourned at approximately 11:30am.

- There was no quorum present at the time of adjournment.

*Respectfully submitted,
Sarah R. Fleming,*

Board Secretary

Approved by the Board through motion on:

DRAFT

**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	x	x	x	x	x	x	x	x				
Mary Gessner	x	x	x	x	x	A	x	x	x				
James Fagan	x	x	x	x	A	x	x	x	x				
Kermit Gaither	A	x	x	x	A	x	A	A	A				
Jack Owens	x	x	x	x	x	x	A	x	x				
Paul Burkholder	x	A	A	A	x	A	x	x	x				
Reid Hoak	x	x	A	A	x	A	A	x	A				
Justin MacKay-Smith	x	x	x	x	x	x	x	x	x				
Randy Buckley	x	x	x	x	x	x	x	x	A				
Robert Clark	x	x	x	x	A	A	x	x	x				
Emma Bricker	x	A	x	x	A	x	x	A	A				
Mark Huddleston	x	A	x	x	A	x	x	A	A				
Associate Board of Directors													
Stephanie Shillingburg, Treasurer	x	A	A	A	x	x	x	x	A				
Jason Bushong	A	A	A	A	A	A	A	A	A				
Ed Pendleton	x	A	x	A	x	x	A	A	x				
Staff													
Madison Coffey	x	x	x	x	x	x	x	x	x				
Sarah Fleming	x	x	x	x	x	x	x	x	x				
Dana Gochenour	x	x	x	x	x	x	x	x	x				
Nick Livesay	x	x	x	x	x	x	x	x	x				
Allyson Ponn	A	x	x	x	x	x	A	A	A				
Lisa Parks	x	x	x	x	x	x	x	x	x				
Ben Loyd	x	x	x	x	x	A	x	x	x				
Brett Ramer							x	x	x				
Olivia Donachie							x	x	x				
Guests													
Debbie Cross, DCR	x	x	x	x		x	x	x					
Brent Baritteau, NRCS	x		x				x	x	x				
Cynthia Fairbanks, Ext. office									x				

Conservation Technical (CTC)	8/7/2025	9/11/2025	10/9/2025	11/5/2025	12/11/2025	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	1/8/2026										
Legislative	12/11/2025											
Personnel	9/16/2025 closed session for interviews				1/14/2025 closed session for Personnel Reviews							
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.



We work with the people who work the land.

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

February 24, 2026

National Fish and Wildlife Foundation
1133 Fifteenth Street, N.W., Suite 1000
Washington, DC 20005

To Whom It May Concern:

The Lord Fairfax Soil and Water Conservation District is charged with conserving the soil and water resources of Clarke, Frederick, Shenandoah, and Warren Counties, as well as the City of Winchester, and works with farmers and other landowners to help protect Virginia's natural resources while supporting local economies. In our role, we help administer Virginia's Agricultural Cost-Share Program to landowners in our area, which is located in the Shenandoah River watershed.

We were pleased to be approached by Chesapeake Bay Foundation (CBF) to support their application to the National Fish and Wildlife Foundation's Small Watershed Grant Program. CBF is seeking to expand agriculture Best Management Practice installation in the Shenandoah River watershed. This work will increase the number of riparian forested buffers, stream exclusion fencing projects, and better grazing management practices in the watershed, helping to protect our local streams and rivers, as well as assist the state in meeting its Chesapeake Bay TMDL goals.

Lord Fairfax Soil & Water Conservation District staff look forward to working with CBF and other partners to engage landowners on installing conservation practices. Our staff will provide leads to CBF so they can meet, encourage, educate, design, install, and inspect projects. We will also work with CBF staff to ensure that farmers are able to take advantage of a full suite of agricultural Best Management Practices, so their farms are both productive and protective of water quality.

We are excited to be a partner on this project and hope that you will fund it.

Sincerely,

Joan M. Comanor
Chairwoman

Area I Directors (Associate Directors and Staff too),

This email is being sent on behalf of Area I.

Area I needs to provide the VASWCD with two nominees (who would represent Area I) for the Virginia Soil & Water Conservation Board. Mr. Charles Newton, Director Shenandoah Valley SWCD, currently serves as the Area I representative. Unfortunately, because he has already served two terms on this Board, he is not eligible for re-appointment. This means that we (Area I) are in need of a two nominees for this position. **Your District is encouraged to review and discuss the VSWCB nominees at your upcoming Board meeting. Please provide nominee's name and a brief paragraph summarizing the nominee's background and/or the nominee's resume to me by noon on Friday, March 20, 2026.**

Following our Area's recommendation of two individuals, names will then be provided to the VASWCD. The Association will also share this information with our partners at Farm Bureau and Agribusiness, per code requirements, for feedback, and then the VASWCD will formally present these nominations and preferences for appointment- along with the required individual bio/resumes at an upcoming spring meeting of the Virginia Soil and Water Conservation Board. The Soil and Water Board will take action on our recommendations to move forward to the Governor's Office for appointment. It is ultimately the Governor's decision to choose the representative.

Generally the selected appointments begin service on July 1.

Mr. Charles Newton, current Area I Representative on the Virginia Soil & Water Conservation Board is happy to provide more information on the duties and responsibilities associated with this position. He can be reached via email at: charles.netwon@svswcd.org or via phone at (540) 244-7642.

Additional information about the Board and other resources can be found here:

<http://www.dcr.virginia.gov/vswcb-resources>

<https://law.lis.virginia.gov/vacodefull/title10.1/chapter5/article2/>

Per state code, here are more details about the board composition:

At least two members shall be appointed by the Governor as at-large members and shall have a demonstrated interest in natural resource conservation with a background or knowledge in dam safety, soil conservation, or water quality protection. Additionally, four members shall be farmers at the time of their appointment and two members shall be farmers or district directors, appointed by the Governor from a list of two qualified nominees for each vacancy jointly submitted by the Board of Directors of the Virginia Association of Soil and Water Conservation Districts, in consultation with the Virginia Farm Bureau Federation and the Virginia Agribusiness Council, and the Virginia Soil and Water Conservation Board, each for a term of four years.

If you have questions, please feel free to contact me (Megen Dalton) or Kendall Tyree. **Nominee's name and a brief background paragraph or resume should be sent to me by noon on March 20, 2026.**

Thank you,
Megen Dalton

District Manager
Shenandoah Valley Soil & Water Conservation District
1934 Deyerle Avenue, Suite B
Harrisonburg, VA 22801
OFFICE: (540) 534-3049
Like the SVSWCD on Facebook!

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	530,203.19	560,000.00	94.7%
Total Income Designated Receipts	615,984.09	569,000.00	108.3%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	9,962.25	13,283.00	75.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	12,100.00	0.00	100.0%
Total County/City Contributions	66,912.25	58,133.00	115.1%
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	11,000.00		
Interest Income	77,901.21	12,000.00	649.2%
Other Income			
Donations	400.00	400.00	100.0%
Refunds/Reimbursements	546.04		
Total Other Income	946.04	400.00	236.5%
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
Total VCAP	14,683.00		
Total Undesignated Receipts	378,034.00	483,716.00	78.2%
Total Income	994,018.09	1,052,716.00	94.4%
Gross Profit	994,018.09	1,052,716.00	94.4%
Expense			
Awards Banquet	3,126.72	3,000.00	104.2%
Community Garden/Harvest Fest.	42.10	1,000.00	4.2%
Dam Maintenance (Expenses)	4,500.00	6,000.00	75.0%
District Regular Expenses			
Board Expenses	4,829.27	15,000.00	32.2%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	250.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,617.00	5,000.00	92.3%
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)	59.32	1,000.00	5.9%
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	59.32	4,800.00	1.2%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2025 through February 2026

03/02/26

Cash Basis

	<u>Jul '25 - Feb 26</u>	<u>Budget</u>	<u>% of Budget</u>
Insurance	2,316.00	2,000.00	115.8%
Office Expenses			
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	4,741.73	10,000.00	47.4%
Office Equipment	7,748.84	10,000.00	77.5%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,264.00	5,000.00	65.3%
Office Supplies	3,072.23	5,500.00	55.9%
Postage	910.78	1,250.00	72.9%
Telephone/Internet	3,649.38	6,500.00	56.1%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	23,422.96	52,750.00	44.4%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	1,909.70	2,400.00	79.6%
Staff Mileage/Training	4,595.56	7,500.00	61.3%
Staff Salaries & Benefits	362,422.35	790,350.00	45.9%
Total Personnel/Staff Expenses	368,927.61	803,850.00	45.9%
Vehicle Gas & Service	2,578.96	7,000.00	36.8%
Total District Regular Expenses	406,751.12	890,400.00	45.7%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	426,702.94	900,400.00	47.4%
Net Ordinary Income	567,315.15	152,316.00	372.5%
Net Income	567,315.15	152,316.00	372.5%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of February 28, 2026

03/02/26
Cash Basis

	Feb 28, 26
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
Total Dedicated Reserves	1,960,000.00
Operations	
DCR Operating Funds	487,542.66
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,354.30
Donations	2,000.00
Total Other Income	4,354.30
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,303.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
Total Community Garden/Harvest Fest.	4,790.92
Total Special Projects	4,790.92
Sales/Services	2,063.70
Interest	130,157.23
Local Gov't Funds	100,190.04
Total Operations	792,696.52
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	499,076.25
Total VNRCF TA	499,076.25
VCAP TA	2,400.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS Transfer (24)	7,177.50
2026 CB VACS	2,822,791.94
2025 CB VACS	3,667,093.77
2024 CB VACS	2,051,533.28
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	309,864.64
2022 CB VACS	164,749.88
Total WQIA	9,094,593.24
Total Cost Share Funds	9,094,593.24
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of February 28, 2026

03/02/26

Cash Basis

	<u>Feb 28, 26</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	9,597,428.43
Unclassified	-199.00
TOTAL	<u><u>12,349,925.95</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 02/28/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,197,549.37
Cleared Transactions						
Checks and Payments - 11 items						
Check	02/02/2026	5620	Virginia Business Sy...	X	-568.50	-568.50
Check	02/02/2026	5622	Max Real Group, LLC	X	-408.00	-976.50
Check	02/02/2026	5623	Max Real Group, LLC	X	-408.00	-1,384.50
Check	02/02/2026	5621	Virginia Business Sy...	X	-325.54	-1,710.04
Check	02/02/2026	5619	Queen Street Diner	X	-150.00	-1,860.04
Check	02/02/2026	5618	Stephanie Shillingburg	X	-47.16	-1,907.20
Check	02/11/2026	5626	Bryce Resort	X	-4,500.00	-6,407.20
Check	02/11/2026	5625	Card Services	X	-1,425.86	-7,833.06
Check	02/11/2026	5628	Department of the T...	X	-1,008.00	-8,841.06
Check	02/11/2026	5624	Virginia Business Sy...	X	-568.50	-9,409.56
Check	02/11/2026	5627	VACDE	X	-225.00	-9,634.56
Total Checks and Payments					-9,634.56	-9,634.56
Deposits and Credits - 3 items						
Deposit	02/04/2026			X	546.04	546.04
Deposit	02/13/2026			X	3,320.75	3,866.79
Deposit	02/28/2026			X	8,397.77	12,264.56
Total Deposits and Credits					12,264.56	12,264.56
Total Cleared Transactions					2,630.00	2,630.00
Cleared Balance					2,630.00	3,200,179.37
Uncleared Transactions						
Checks and Payments - 4 items						
Check	02/25/2026	5630	Shentel		-410.41	-410.41
Check	02/25/2026	5631	Queen Street Diner		-218.40	-628.81
Check	02/25/2026	5629	Natural Bridge SWCD		-175.00	-803.81
Check	02/25/2026	5632	Treasurer of Virginia		-100.00	-903.81
Total Checks and Payments					-903.81	-903.81
Total Uncleared Transactions					-903.81	-903.81
Register Balance as of 02/28/2026					1,726.19	3,199,275.56
Ending Balance					1,726.19	3,199,275.56

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 02/28/2026

	<u>Feb 28, 26</u>
Beginning Balance	3,197,549.37
Cleared Transactions	
Checks and Payments - 11 items	-9,634.56
Deposits and Credits - 3 items	12,264.56
	<u>2,630.00</u>
Total Cleared Transactions	<u>2,630.00</u>
Cleared Balance	<u>3,200,179.37</u>
Uncleared Transactions	
Checks and Payments - 4 items	-903.81
	<u>-903.81</u>
Total Uncleared Transactions	<u>-903.81</u>
Register Balance as of 02/28/2026	<u>3,199,275.56</u>
Ending Balance	<u>3,199,275.56</u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 02/28/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,359,493.02
Cleared Transactions						
Checks and Payments - 3 items						
Check	11/13/2025	4027	The Wild Wild West...	X	-3,600.00	-3,600.00
Check	12/29/2025	4047	Peter J. Jordan	X	-2,772.88	-6,372.88
Check	02/11/2026	4055	Eric K. Bender	X	-4,288.50	-10,661.38
Total Checks and Payments					-10,661.38	-10,661.38
Deposits and Credits - 1 item						
Deposit	02/28/2026			X	24,581.42	24,581.42
Total Deposits and Credits					24,581.42	24,581.42
Total Cleared Transactions					13,920.04	13,920.04
Cleared Balance					13,920.04	9,373,413.06
Uncleared Transactions						
Checks and Payments - 3 items						
Check	11/13/2025	4025	Reed J. Shiflett		-1,128.00	-1,128.00
Check	02/25/2026	4056	Virginia Resource A...		-189,485.29	-190,613.29
Check	02/25/2026	4057	Jeffrey A. Mongold		-32,149.38	-222,762.67
Total Checks and Payments					-222,762.67	-222,762.67
Total Uncleared Transactions					-222,762.67	-222,762.67
Register Balance as of 02/28/2026					-208,842.63	9,150,650.39
Ending Balance					-208,842.63	9,150,650.39

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 02/28/2026

	Feb 28, 26
Beginning Balance	9,359,493.02
Cleared Transactions	
Checks and Payments - 3 items	-10,661.38
Deposits and Credits - 1 item	24,581.42
	13,920.04
Total Cleared Transactions	13,920.04
Cleared Balance	9,373,413.06
Uncleared Transactions	
Checks and Payments - 3 items	-222,762.67
Total Uncleared Transactions	-222,762.67
Register Balance as of 02/28/2026	9,150,650.39
Ending Balance	9,150,650.39