Board of Directors, Board Packet 11/12/2026

LORD FAIRFAX SWCD SOIL & WATER CONSERVATION DISTRICT

We work with the people who work the land.

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Lord Fairfax Soil and Water Conservation District

Meeting Agenda
November 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.

- **CALL TO ORDER**
- **INTRODUCTION OF GUESTS**
- **APPROVE MINUTES OF THE PREVIOUS MONTHS MEETING(S)**
- **CHAIR REPORT –** Joan Comanor
- **TREASURER & FINANCE REPORT -** Stephanie Shillingburg, Board Treasurer
  - Monthly Motion to Accept and File the Treasurer's Report/Documents for Audit
- **SECRETARY REPORT –** Sarah Fleming; Administrative Manager
- **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 –** Becky Leland
    - **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 –** Vacant
- **COOPERATING AGENCY REPORTS (Additions to written report)**
  - **NRCS, Natural Resource Conservation -** Brent Barriteau
  - **DCR, Conservation District Coordinator -** Debbie Cross
  - **VA. Cooperative Extension Representative –** Cynthia Fairbanks
  - **VA. Department of Forestry Representative -** Matt Wolanski
  - **Chesapeake Bay Foundation -** Matt Kowalski
  - **VA. Dept. of Environmental Quality Representative –** Sara Jordan
- **OTHER BUSINESS**
- **ADJOURN**

FY27 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 26 (2025-26) Annual Report:**
  Date Presented: ___8/14/2026_____

OPERATIONS COMMITTEE RESPONSIBILITIES

Annual Plan of Work (2026-2027):

- Board approval: _6/11/2026_____
  *One review is required by the **Operations Committee** & recorded in the Board of Director Meeting minutes.*
- Review Date: _____

Strategic Plan (July 1, 2026- June 30, 2030). *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*

- Approved: ____6/11/2026_____
- Reviewed (FY 27): _____

FINANCE COMMITTEE RESPONSIBILITIES

- **FY27 (2026-2027) Annual District Budget:** Date Approved: ___6/11/2026_____
- **Dedicated Reserves:**
  Board Approval Date: ____9/10/2026_____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the **Finance Committee** & recorded in the minutes annually.*
  Review/Recording Date: __9/10/2026_____
- **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: _____

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:** ___7/9/2026_____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

- **Secondary Considerations Approved:**
  DCR: submitted; __7/10/2026__; approved by Sara Bottenfield __7/17/2026__ SWCD Board: __6/11/2026___
- **Average Cost List:**
  Submitted to DCR: _7/10/2027_____ SWCD Board Approved: ___6/11/2026_____

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): ___9/24/2026_" From Seed to Story" _held at Marker Miller_____

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

LFSWCD Chair Report
Joan Comanor

This is one of our best meetings of the year as we get to honor the conservation contributions made by our clients and partners. And, this is another banner year for our District's Clean Water Farm honoree!!! Thanks go to our staff for putting together another memorable session this month. As we approach the end of the calendar year, we will elect Board officers for 2027 at our December meeting. To prepare for that, I have asked the Operations Committee to come up with a slate of nominees to be considered for the December vote. We have received the annual budget request notices from our jurisdictions. Elected directors are requested to work with Sarah and Allyson to get our requests and their justifications submitted on time. We have a demonstrated track record of success that readily justifies their investment in us.

Treasurer / Finance Report
Stephanie Shillingburg

- I have reviewed the October 2026 Bank Statements and reconciliations; these appear to be correct and accurate.
- Please review the Financial Report(s) for motion.
- **Motion: to accept the Financial Report(s) as presented for audit.**

Board Secretary / Assistant Treasurer / Administrative Manager
Sarah Fleming

Monthly Happenings:

- Funding Request preparation and submittals for Warren & Shenandoah County.
    - Frederick is due by December 11th. Clarke and Winchester have not sent their request notifications however, they are historically due in January.
- Assist with Annual Awards Luncheon preparation.
- Attachment E
- Monthly Assistant Treasurer Responsibilities / Account Reconciliation, Monthly Reports.
- Schedule Committee/Board meeting space.
- Meeting / Agenda postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- Creating How-to Directions for Administrative Manager responsibilities/tasks
- 10/7 Blue Ridge Prism Webinar “Old Growth Forests”
- 10/27 SHRM Webinar (1 PDC earned)
- 10/30 SHRM Webinar (1 PDC earned)

Upcoming Office closings:

- November 25th - Office Closes at Noon for Thanksgiving Holiday
- November 26th & 27th - Office Closed for Thanksgiving Holiday

Conservation Programs Manager
Dana Gochenour

Promoting BMPs

- Participated in Programmatic TAC subcommittee meeting in Waynesboro
- Assisted Madison with as built inspection for J. Bowman SL-6W (Shenandoah Co.)
- Reviewed and approved J. Bowman stream crossing as built design
- Initial visit with Brett to a producer in Shenandoah Co. who is interested in stream exclusion and rotational grazing
- Worked with Olivia on the water system design for Burner SL-6W (Clarke Co.)
- Attended cover crop sign up days at Frederick Co. AREC and Shenandoah Co. gov't building
- Participated in virtual Dam Owner's Workgroup meeting
- With Brett, follow up visit to a Frederick Co. landowner about a potential SL-7 project
- Completed tracking updates and Conservation Plan for Grandview SL-1 (Shenandoah Co.)
- Provided district info to FSA for inclusion in their email newsletter
- Followed up with Melissa Allen, JMSWCD, about their well cost share and policies

Staff Relations

- Scheduled Dam inspections for November
- Participated in staff meeting to download and set up ArcGIS Pro on all of our computers
- Check in conversations with multiple staff
- Worked with staff and Personnel committee to schedule Personnel mid-year reviews for January
- Reviewed the Joyce easement folder following their request to make improvements on the property
- Followed up with landowner regarding Board action taken for the Joyce property easement
- Completed and submitted my 2026 NMP activity report

Also this month:

Senior Conservation Specialist
Nick Livesay

Promoting BMPs

- Visit with potential SL-6W in Shenandoah County (Spring ponds) with Olivia
- Shifflett (WP-4LC, SL-8s: Shen. Co.) visit with Madison
- Foltz Farm (WP-4: Shen. Co.) visit to stake fence with Madison
- Sine (SL-6N: Narrow Passage, Shen. Co.) water system design
- Visit with potential WP-4FP/CCI-WP-4 in Shen. Co. with Madison and Olivia
- Visit with potential SL-6W/FR-3 in Warren County (Greasy Run) with Maili
- Double R Bar (SL-6W: Spring Pond, Shen. Co.) multiple visits and calls regarding well, water system, and fence specifications
- STRO (SL-1: Fred. Co.) visit to check initial planting
- Submitted Variance packet to DCR for potential WP-4/SL-8H in Clarke County
- Correspondence with potential SL-6W in Shen. Co. (Tumbling Run)
- Correspondence to assist in Transfer of Liability for project in Shenandoah County
- Visit with potential SL-6W in Shen. Co. (springs) with Brett
- Animal Waste TAC meeting in Verona with Ben
- Visit with potential SL-6W and FR-3 in Shen. Co. (Eishelman's Run) with Dana and NRCS
- Whalen (SL-6W: Dry Marsh Run, Clarke Co.) water system design
- Lakeview Equestrian (WP-4: Clarke Co.) correspondence regarding next steps
- Visit for potential SL-1 in Frederick County
- Visit to check resource concerns for a potential SL-6W in Shen. Co. with Madison
- Visit to review plan of potential SL-6W and CCI-FRB in Fred. Co. with Ben
- Visit with potential SL-6W in Shen. Co. (Trib to Passage Creek) with Olivia

- Visit with potential SL-7/SL-10 in Shen. Co. with Ben
- Visit to observe Electro-Resistivity test for well location in Shen. Co. with Ben
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

Education
- Outdoor Education Day for Warren County High School @ Strasburg Town Park with staff

Other Relations
- ARC PRO set-up in office with staff
- CTC Meeting (10/1/26)
- Board Meeting (10/8/26)
- Holiday – Indigenous People / Columbus Day

Conservation Specialist
Madison Coffey

Training:
- Resource Concerns Training – 10/7/2026
- ArcPro Set-up – 10/28/2026

Promoting BMPs:
- General administrative tasks (entering data into tracking, completing ranking spreadsheets, etc.)
- Follow-up visit with Olivia and Shannon (Alliance for CB) on 10/1/2026 to look at a potential FR-3 in Shenandoah County. Sent follow-up cost estimate.
- Follow-up call with Ben on 10/5/2026 to discuss potential streambank stabilization project with the landowners and engineer for a project in Shenandoah County.
- Follow-up site visit with Olivia and Becky on 10/5/2026 to meet with landowners and contractor to look at the potential stream crossing location for Bailey (Clarke: SL-6W). Sent follow-up plan map and cost estimate revisions.
- Site visit with Nick on 10/6/2026 to get cover crop sign up for Shiflett (Shen: SL-8H/SL-8B).
- Site visit with Nick on 10/6/2026 to look at a potential SL-6W project in Shenandoah County.
- Finalized multiple reimbursement breakdowns on 10/7/2026.
- Site visit with Nick and Olivia on 10/7/2026 to look at a potential WP-4FP and CCI WP-4 in Shenandoah County. Sent follow-up questions to the engineer for clarification.
- As-built inspection with Dana and Brett on 10/15/2026 for Bowman (Shen: SL-6W). Finalized as-built documentation and reimbursement breakdown.
- Initial site visit with Ben on 10/21/2026 for a potential WP-2W in Clarke County.
- Initial site visit with Ben and Brent (NRCS) for the to discuss a potential animal waste structure to be piggybacked and CCI WP-4 practices. Also got their application and sign-ups for cover crops. Sent follow-up email to the engineer to get clarification about qualification.

Other Activities:
- CTC Meeting – 10/1/2026
- Board Meeting 10/8/2026
- Shenandoah County Leadership Class (Business South) – 10/9/2026
- Warren County Education Day at Strasburg Park – 10/19/2026
- CTC Agenda Prep and Cross-training with Becky – 10/26/2026
- Logi Reports Training for Budget Requests with Becky – 10/26/2026

Conservation Specialist
Ben Loyd

Training:

- ArcPro Set-up with Staff – 10/28/2026

Promoting BMPs:

- Prep-Variance packet for unapproved WP-4SF and SL-6W – Shenandoah County
- Prep-Variance packet for unapproved WP-4SF and FR-3 – Shenandoah County
- Updated plan map and cost estimate for potential SL-6W – Clarke County
- As-Built documentation for completed SL-6W – Clarke County
- In office phone call with Madison, producer, and local engineer for potential WP-2W – Shenandoah County
- Initial visit with Olivia and NRCS for potential SL-1 – Clarke County
- Water system pre-construction meeting for approved SL-6W – Clarke County
- Follow up visit with Olvia for potential SL-6W/SL-7 – Clarke County
- Follow up visit for potential SL-6W – Clarke County
- Mid-Construction visit and fence staking for approved SL-6W/SL-7 – Warren County
- Tracking entry and conservation plan creation for unapproved SL-6W – Clarke county
- Water system review for approved SL-6W and SL-7 – Shenandoah County
- Tracking entry and conservation plan creation for unapproved SL-6W – Frederick County
- Water system design for approved SL-6W – Clarke County
- Follow up visit with Madison for approved SL-6W – Clarke County
- SL-1 check for cover verification – Clarke county
- As-Built follow up for approved SL-6W – Clarke County
- SL-1 check with Nick and follow up visit for potential WP-4LL – Frederick County
- Initial visit with NRCS for potential SL-6W and SL-7 – Clarke County
- As-Built inspection for approved SL-6W and SL-7 – Warren County
- Follow up visit with Nick for potential SL-6W – Frederick County
- As-Built documentation for completed SL-6W/SL-7 – Warren County
- Initial visit with Madison for potential cover crops, WP-4-CCI, and WP-4 – Clarke County
- Initial visit with Nick for potential FR-3, SL-10 and SL-7 – Shenandoah County
- SL-1 check for cover verification – Shenandoah County

Other Activities:

- CTC Meeting – 10/1/2026
- Board Meeting – 10/8/2026
- Animal Waste TAC – 10/15/2026
- Warren County Education Day at Strasburg Park – 10/19/2026

Conservation Specialist
Brett Ramer

Training:

- Training Becky on ArcGIS Pro – 10/15
- Lead installation of ArcGIS Pro w/staff – 10/28

Promoting BMP's:

- Follow-up Visit w/Nick (Shenandoah County)
- As-Built Visit w/Madison and Dana (Shenandoah County)
- Correspondence w/potential SL-6/7 (Shenandoah County)
- Water System Design Work (Clarke County)
- Help with cover crop sign-up's (Frederick County) – 10/21

- Initial Visit w/Dana (Shenandoah County)
- Correspondence with NM-1A Applicant (Shenandoah County)
- Follow-up visit w/Dana (Frederick County)
- Various CAS updates, plan maps, cost estimates, ranking spreadsheets

Other Activities:

- Board Meeting – 10/8
- Warren County Schools Field Day at Strasburg Town Park – 10/19

Also this month:

- Annual Leave: 10/1-10/6

Conservation Specialist
Olivia Donachie

Training/Conferences:

- Conservation Planner Course in Buckingham **10/14-10/16**

Promoting BMPs:

- Follow up visit for potential SL-6W with Nick in Shen Co
- Follow up with for potential FR-3/WP-2A/WP-1 with Alliance for the Ches Bay and Madison
- Bailey (SL-6W: Clarke Co) stream crossing meeting with contractor, participants, Madison and Becky
- Follow up meeting/measurements for potential WP-4FP in Shen Co with Madison and Nick
- Initial site visit in Clarke County with NRCS and Ben for potential SL-1
- Burner and Veitch (SL-6W's) Part 2 signatures and going over next steps
- Follow up visit for potential SL-6W on Spout Run in Clarke Co with Ben
- Cover crop sign up sessions in Woodstock and Winchester
- Discussion with Ally on new mapping protocol for cover crop checks
- Follow up CCI-SL-6W site visit in Shen Co and CAS entry to help train Becky
- Burner (SL-6W Piggyback: Clarke Co) water system design with Dana and Nick for DCR
- Initial site visit for potential SL-6W in Shen Co (Passage Creek tributary) with Nick
- Assisted landowner signing up cover crop acreage
- Correspondence with participant re: CCI-SL-6W and potential FR-3 in Clarke Co (Borden Marsh Run)
- Correspondence with Phil Davis (DEQ Ag. Loan), Linnea Sherman at PEC, & Kathleen Fish (DOF)

VCAP:

- Correspondence with participants for upcoming initial visits
- Helped Becky with questions on application packet for current potential PP project (Permeable Pavement) in Clarke Co
- Follow up site inspection for ISR active project (Impervious Surface Removal) in Winchester
- Initial site visit for potential RWH (Rainwater Harvesting) in Clarke Co with NRCS & Becky
- PY27 Spot Checks at 5 locations with Becky **10/22**

Other Activities:

- CTC **10/1**
- Board Meeting **10/8**
- Columbus Day **10/12**
- Warren County HS Field Trip at Strasburg Park – Chemical Water Testing Lessons **10/19**
- ArcGIS Pro installation session for staff **10/28**
- Training sessions with Becky (CCI entry, VCAP, general VACS policies, ArcGIS Pro)
- Drop off Armada for service with Nick

Program Support Specialist
Becky Leland

Cost Share:

- Generated approval letters and Part II's for the 10 new BMP's approved at the September Board meeting.
- Went on 2 visits to see the Conservation Specialists work with their clients.
- Worked on completing resource concerns for all new contracts.
- Mailed and emailed Awards Banquet invitations.
- Attended one morning of cover crop sign ups
- Help with CCI contract
- Started learning ArcGIS Pro

VCAP:

- Went on a VCAP site visit and followed up with various homeowners sharing information, ideas, and VCAP specs.
- Attended VCAP Zoom meetings.
- Attended a Backyard Riparian Buffer seminar in Charlottesville
- Finished a VCAP application for board approval
- Helped complete VCAP spot checks for PY 27

Training:

- Natural Heritage Webinar, Wildlife Resources Webinar
- Worked with Madison on creating Logi reports

Rain Barrels:

- Created brochure handout
- Sent a grant application to Pure Water Forum for startup workshop supplies
- Met with Shenandoah County Parks & Rec and Town of Woodstock Utilities regarding rain barrel workshops

Miscellaneous:

- Researched caterers and event spaces for Area 1 meeting
- Attended field trip at Strasburg Park
- Join Envirothon Kick-Off Webinar

Education & Conservation Specialist
Allyson Ponn

Education:

- SBSP Field Trip Guide
- VASWCD Teacher of the Year Review – Rubric Submission
- Warren County HS Field Trip – Schedule, map, planning
- MRGS Field Trip coordination
- VASWCD Education Committee Meeting
- Area 1 Envirothon Planning Meeting
- Envirothon Oral Presentation planning meeting
- Seven Bends State Park – WC 4th Grade
- Seven Bends State Park – SC 1st Grade
- Conservation Field Day @ Powhatan School, all Clarke County 4th Grade

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Annual Awards Coordination
    - Nominations, Venue, Catering, CWFA and Basin application

- Area 1 coordination
    - Chair/Vice Chair discussion, Membership meeting prep, Spring Meeting discussion

Promoting BMPs:

- Cover Crop processing
- BMP outreach meeting with FNFSR
    - Conservation Speed Dating: Woodstock & Quicksburg
- Shenandoah County DIY Rain Barrel Program meeting with Shenandoah County
- Cover Crop Sign Up Dates: 10/20 @ Shenandoah County, 10/21 @ Winchester AREC, 10/26 @ Shenandoah County

Office:

- CTC and Board meeting
- Clean Water Farm Award Write ups
- Grand Basin Award Application
- Cover Crop/Nutrient Management TAC x2
- ArcPro Download

VACDE/Training:

- 2026 Annual Auction Item Registration Send out
- Quarterly Meeting planning
- Membership meeting planning
- SECDEA Annual meeting prep – auction basket, agenda, certificates, supporting President

Conservation Technical Committee
Mary Gessner

- CTC Motions will be presented/reviewed during the Board meeting.

Motions: will be made for necessary items.

Dam Safety & Conservation Easements
Jim Fagan

- No written report will give a verbal update at meeting.

Education & Information
Joan Comanor

Enjoy the awards luncheon! Thanks to Allyson and Sarah for making all the arrangements.

Legislative Committee
Paul Burkholder

- No new activity.

Personnel
Joan Comanor

- No items to report.

Operations
Justin Mackay-Smith

- The operations committee polled the incumbent directors to find out if they would be willing to stand for reelection. Receiving a positive response, we will submit this slate for election at the December meeting, unless there is any interest from the floor.
    - If you are interested in a seat or would like to make a nomination, please contact Justin or Allyson.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- NSVRC has secured some additional funding to support development of the Regional Water Supply Plan and are just beginning work on that. The have also started conversations with USGS and other partners regarding doing a regional groundwater study. More to come.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- No meeting scheduled. In the meantime, the County staff have developed amendments to existing zoning related regulations to further define conditions for any data center related proposals. The amendments will likely go to the Board of Supervisors by the end of the year for final adoption.

Shenandoah Pure Water Forum
Olivia Donachie

- Waiting on next meeting announcement.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **At-Large Directors:** Appointment packets, including the oath of office paperwork, were mailed to each At-Large Director. The new At-Large term begins on January 1, 2027, and expires on December 31, 2030. Please take your oath of office at the local Clerk of the Court, return a copy to DCR and provide a copy to your SWCD office.
- **FY25 & FY26 Audits are ongoing:** Cost Share File Administrative Audits (VACS contracts paid during FY25 & 26) Culpeper (complete), Northern VA (complete), Loudoun (11/5, 17 & 18), and Thomas Jefferson (11/20 & 23).
  Financial audits by RFC - Culpeper (12/2), Thomas Jefferson (12/14), Northern Virginia (1/25), and Loudoun (1/26).
- **Dates for VACS Obligations data pull and Disbursement letters:**
  Pulled Nov. 1, letters will be transmitted to SWCDs Nov. 13
  Pull obligations Feb. 1, letters to DCR Feb 8, transmit to SWCDs Feb. 12
  Pull obligations May 1, letters to DCR May 10, transmit to SWCDs May 14
  Pull obligations June 1, letters to DCR June 3, transmit to SWCDs June 8

DIRECTOR TRAINING

- **FOIA Training:** The FOIA Council has announced two opportunities for elected officials to receive FOIA training this fall. Please register to attend one of these two sessions if you need to take or retake FOIA. Thursday, **November 12, 2026, 10:00 a.m**. Register Now! https://event.webinarjam.com/r416v/register/oxo64aw0
- **COIA Training:** 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

CONSERVATION PLANNING ITEMS:

- **DCR Conservation Planning Tiered Program:** DCR is asking for additional feedback on its updated Conservation Planning Program. An email was sent out to all district conservation staff on 10/23/26 from Carl Thiel-goin (carl.thiel-goin@dcr.virginia.gov) outlining the current version of what a tiered program will look like. Please send Carl or Vanessa Lewis (vanessa.lewis@dcr.virginia.gov) feedback if you have any. It is anticipated that this new tiered program will go into effect on January 1, 2027. There will be a presentation during the VASWCD Annual Meeting on the new tiered program.

AG & COST SHARE ITEMS:

- **Verifying Cover Crop Percent Cover** Virginia Soil and Water Conservation Board Approved September 15, 2026
  - **Training requirements: Each District will ensure that training is provided to each District employee conducting cover crop verifications**. A District may choose to partner with other Districts to provide the necessary training for any reason including limited staffing. **The training must focus on ensuring District employees are knowledgeable on both the meter square method and the point-intercept method**.
  - **When verifications must be conducted:** Districts must conduct verifications in accordance with the meter square method or the point-intercept method on any cover crops that are questionable (potentially less than 60% cover) or if the cover crop appears to have between 45-70% cover at the discretion of the District staff. The results of the verification must be documented in the Conservation Application Suite (CAS) **or** the cost-share file.
  - **Email your CDC name, date trained and training method used i.e. Graves 8/20/26; in field event with senior staff…**
- **CY26 Random Verifications** have been completed. **Please continue to work with participants who have BMPs with maintenance needs and notify me as practices are brought back into compliance and entered in CAS.**

- **Continuing Conservation Initiative (CCI) Enrollment or Re-enrollment**: This is the time of year to be preparing and signing up any BMPs or existing CCI practices coming out of lifespan on December 31, 2026, that are eligible for CCI. Taking signup and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2027, as soon as the current lifespan ends. In the Conservation Application Suite (CAS) the 'Technical Certification Date' on the General tab must reflect certification by the end of this calendar year to avoid a break in lifespan.
  - Please remember to use the Related Instances function in CAS whenever a CCI practice is picking up an expired VACS BMP. We get much better credit for reporting an original VACS BMP that is still functioning vs. a standalone CCI BMP.
- **VA Tax Credit Reminder:** The 'Technical Certification Date' and the 'Tax Credit Certification Signature Date' must be within the same calendar year for the tax credit to be valid. Some District Boards do not meet in December so if you anticipate projects being completed late in the year that will need tax credit approval, your Board may want to give designated authority to an available Director to handle tax credit approvals and signatures through the end of the year. If a producer requests tax credit that will not be approved until a January Board meeting the 'Technical Certification Date' and 'Tax Credit Certification Signature Date' will both need to be in 2027, and the tax credit will not be eligible for redemption until the following year. Refer to the Tax Credit section of the VACS Guidelines, particularly pages IV-10 and IV-11, for more information. The recording of the Tax Credit training session held 11/8/24 is also available in COVLC (DSWC- Agricultural BMP Tax Credit and Equipment Tax Credit).

IT Security Training: deadline December 16, 2026, at 5pm, Conservation Application Suite users should expect to receive an email from Knowbe4.com very soon.

*Users of CAS will use this site to access the training https://training.knowbe4.com/ui/users/login

*To log in you *must* use your first and last name, without punctuation or space, plus dcr.virginia.gov for your login id, ***DO NOT CHANGE IT***. For example, JohnSmith@dcr.virginia.gov (Do not try to log in with your actual email address.)

***For all *newer* District Staff that started in 2026**, and took the IT Training, **you will *not need* to take this training**, as the new hire training you took meets the annual requirements.

Ag Outreach Event to Fulfill FY27 Admin/Ops Grant Agreement Deliverables: Plan NOW! SWCDs should look at your FY27 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/27. Remember the following criteria must be met per the grant agreement: #10 Hosted at least one agricultural community outreach event during the year that: 1. Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged; 2. Included an introduction of District, programs, staff and directors; 3. Included a discussion featuring local agricultural producers that utilized the VACS Program; 4. Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda

UPCOMING DATES TO REMEMBER:

Nov 11: Veterans Day Holiday, State Offices closed
Nov 25-27: State Offices close at noon 11/25; and Thanksgiving Holiday, 11/26 & 27, State Offices closed
Dec 6-8, 2024: VASWCD Annual Meeting; Hotel Roanoke, Roanoke VA
(Area Meetings Monday, Dec 7th at 4:15 pm; Potomac Council meeting Sunday, Dec 6 at 6:00 pm)
Dec 9: VSWCB Meeting, Hotel Roanoke, Roanoke
Dec 16: Deadline to complete IT Security Awareness Training
Dec 24-25: Christmas Holiday, State Offices closed

2027
Jan 1: New Year's Day Holiday, State Offices closed
Jan 8: Potomac Council & Potomac Watershed Roundtable Meetings (Virtual)
April 13: Area II Spring Meeting, Windy Knoll Farm Nokesville, VA hosted by prince William SWCD

2027 VSWCB Meeting schedule:
Thursday, March 25, 2027
Tuesday, April 20, 2027
Thursday, May 27, 2027

CDC Report sent to districts 11/2/2026

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)

- **DEQ VRO Agriculture Program Update:**
    - We continue to do as many on-farm inspections as possible. Strict biosecurity is followed and no more than one poultry farm on-site visit may occur in a 24-hour period. All other scheduled inspections are focused routines that involve only record reviews. Our current fiscal inspection year is wrapping up at the end of September, and we will be beginning a new fiscal inspection year on October 1st. Our risk-based inspection strategy has a baseline of inspecting a facility every three years with the ability to see some more frequently if needed. Some reasons to inspect more frequently than every three years include a new producer, a facility that has some compliance issues or if the permittee requests it. We may inspect a facility once every four years if there is an excellent compliance history.
    - The VRO Ag Program had an inspector retire August 1st. The job posting has closed, interviews were conducted and we are currently in the process of selecting the new inspector.
    - Water withdrawal reporting continues to be a topic of discussion as we perform inspections. At inspections VRO Ag hands out water withdrawal information and contacts for further discussion of the requirements with permittees. Here is a link to the water estimation tool that farmers can use to plug in animal numbers to see if they are required to report or if reporting remains voluntary: https://datascience.deq.virginia.gov/Water-Budget-Estimation/
    - Poultry companies continue to expand and/or replace housing in the valley region. We seem to always have several facilities in the permitting process. Just a reminder that if anyone encounters a proposed poultry farm expansion of new houses or a totally new facility to be constructed, have them contact DEQ to begin the required permitting process. If a farm proposes to raise 11,000 or more turkeys or 20,000 or more chickens, they are required to have a permit with DEQ.

MINUTES

The October 8, 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
Justin Mackay-Smith
Randy Buckley
Cynthia Fairbanks
Kermit Gaither
Jenna Wiles
Paul Burkholder

Guests, Associate Directors, & Cooperating Agency Representatives in Attendance:
Stephanie Shillingburg
Debbie Cross, CDC/DCR
Brent Barriteau, NRCS

LFSWCD Staff Members
Madison Coffey
Olivia Donachie
Sarah Fleming
Becky Leland
Nick Livesay
Ben Loyd
Allyson Ponn
Brett Ramer

Absent Directors:
Emma Bricker
James Fagan
Mark Huddleston
Reid Hoak

Absent Staff:
Dana Gochenour

DRAFT

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

MOTION: Move to enter into closed session in accordance with the Virginia Freedom of Information Act code section 2.2-3711(1) to discuss a personnel related proposal brought forth by the personnel committee. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

- The closed session began at 10:02am
- The Board of Directors meeting reconvened in open session at approximately 10:20am

MOTION: Pursuant to the Code of Virginia section 2.2-3712(D) to certify that only matters lawfully exempted and as identified in the motion by which the closed meeting was convened were discussed during the closed meeting. Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

MOTION: Board approval of the Personnel Committee recommendations as presented in closed session. Motion made by Justin Mackay-Smith, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

MOTION: Board approval of the September 10, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Chairwoman's Report: **Joan Comanor**

- Reviewed written report.
- VASWCD Annual Conference discussion.
    - Board participation: James Fagan and Kermit Gaither will be attending. Jenna Wiles also expressed interest.
    - Multiple staff members will be attending for Training sessions and the VACDE Luncheon

Treasurer & Finance Report: **Stephanie Shillingburg**

- Stephanie reviewed the written report.
- Sarah submitted the 1st Qtr. Att E on 10/8 (Due 10/15) to Debbie.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for September 2026 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

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

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Not in attendance due to TAC meeting.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Noted this time of year is busy with participants pushing to get things done before winter weather hits.
- "Speed Dating" event at Blandy. Always a good outreach tool. However, only 2 of 12 confirmed participants came.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Graduates Leadership Course in December.
- Attended Shenandoah County Farm Bureau dinner meeting with Dana.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Attended Frederick County Farm Bureau dinner meeting.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Highlighted participation with VA Chapter of SWCS

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Attended the Female Farmer Outreach event.

Program Support Specialist, Becky Leland:

- Reviewed written report.
- Working on gathering information to conduct a Rain Barrel Workshop.

DRAFT

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- JLARC findings discussion.

Committee Updates:

Conservation Technical - Mary Gessner

- It was noted that all Technical Staff have participated in Cover Crop Training which took place at Graves Mountain or by a session with Dana Gochenour, Conservation Programs Manager.
- Mary reviewed the CTC minutes for necessary motions.
    - Motions are as follows:

Motion to recommend the board approve all tax credits as presented for contract 13-26-0010										
CP-13-26-0007	13-26-0010	668755	Shenandoah/Extension of Watering Syster	SL-7					$	2,921.74
CP-13-26-0007	13-26-0010	666610	Shenandoah/Afforestation of Crop, Hay ar	FR-1					$	1,505.33
CP-13-26-0007	13-26-0010	735318	Shenandoah/Afforestation of Crop, Hay ar	FR-1					$	1,306.10

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve cost share for failure due to unknown cause (hay planting) contract 13-21-0022										
CP-Manual	13-21-0022	415132	Frederick	Long Term Vegetative Cover or	SL-1					$ 9,075.00
CP-Manual	13-21-0022	421798	Frederick	Long Term Vegetative Cover or	SL-1					$ 22,275.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0035										
CP-13-27-0017	13-27-0035	791764	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	93	25.67	Y	$ 143,450.63

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0028										
CP-13-23-0027	13-27-0028	781332	Shenandoah	Long Term Vegetative Cover or	SL-1	High	78	28.90	N	$ 4,392.50
CP-13-23-0027	13-27-0028	781286	Shenandoah	Long Term Vegetative Cover or	SL-1	High	73	29.09	N	$ 6,807.50

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board send contract 13-27-0030 to the DCR Variance Committee for review										
CP-NRCS	13-27-0030	784620	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	Medium	129	12.64	Y	$ 103,020.40
CP-NRCS	13-27-0030	784505	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	128	29.75	Y	$ 298,274.68

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve cost share for contract 13-27-0021										
N/A	13-27-0021	771190	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	Medium	128	29.00	N	$ 13,405.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0033										
CP-13-25-0006	13-27-0033	790469	Clarke	Extension of Watering Systems	SL-7	Medium	126	28.39	N	$ 19,624.00
CP-13-25-0006	13-27-0033	789539	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	114	12.43	Y	$ 127,182.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve cost share for contract 13-27-0025										
N/A	13-27-0025	779988	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	Medium	116	41.50	N	$ 10,825.00
N/A	13-27-0025	779994	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	Medium	108	41.50	N	$ 6,560.00
N/A	13-27-0025	779995	Shenandoah	Composter Facilities - Maintena	CCI-WP-4C	Medium	104	37.42	N	$ 1,000.00
N/A	13-27-0025	781075	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	Medium	104	41.50	N	$ 8,348.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board send contract 13-27-0027 to DCR Variance Committee for review										
CP-13-25-0056	**13-27-0027**	781064	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	101	23.61	Y	$ 311,256.00
CP-13-25-0056	**13-27-0027**	781235	Shenandoah	Riparian Forested Buffer	FR-3	Medium	93	6.13	Y	$ 62,418.75

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Motion to recommend the board send contract 13-27-0031 and 13-27-0032 to DCR Variance Committee for review										
CP-NRCS	**13-27-0031**	787044	Clarke	Animal waste control facility	WP-4	Low	145	21.62	Y	$ 743,143.50
N/A	**13-27-0032**	787087	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$ 2,436.00
N/A	**13-27-0032**	787169	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$ 7,393.00

Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0005										
CP-NRCS	**13-27-0005**	793047	Shenandoah	Loafing Lot Management Syster	WP-4LL	Low	111	24.41	Y	$ 111,945.76
CP-NRCS	**13-27-0005**	793049	Shenandoah	Animal waste control facility for (	WP-4LC	Low	125	31.45	Y	$ 38,760.96

Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0034										
CP-13-24-0018	**13-27-0034**	789540	Warren	Prescribed Grazing Land Manag	SL-10	Low	118	36.22	N	$ 22,500.00

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0029										
CP-13-27-0016	**13-27-0029**	788233	Clarke	Stream Exclusion with Wide Wid	SL-6W	Low	95	20.88	Y	$ 129,708.50

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0026										
CP-13-27-0015	**13-27-0026**	780769	Frederick	Extension of Watering Systems	SL-7	Low	91	38.09	N	$ 10,841.60
CP-13-27-0015	**13-27-0026**	780724	Frederick	Stream Exclusion with Wide Wid	SL-6W	Low	84	22.31	Y	$ 179,834.00

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve cost share increase for contract 13-26-0010										
	13-26-0010	735318	Shenandoah	Afforestation of Crop, Hay a	FR-1	High	109	31.01	N	$ 10,517.57

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Motion to recommend the board approve utilizing non-cost share miscellaneous funds on a case-by-case basis up to $20,000 to pilot the use of Electrical Resistivity technology in our district for PY 27

Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: the Board delegates authority to CTC Chair for the approval of contract: 13-26-0117, instance: 737936, SL-6W to utilize non-cost share miscellaneous funds for the use of Electrical Resistivity technology. Motion made by Randy Buckley, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: to recommend the Board approve the remainder of the CTC minutes as presented. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Dam Safety & Conservation Easements - Jim Fagan

- In Jim's absence Joan and Dana presented information on a request to a shared easement.

Motion: the Board approves the request to expand an existing drain field to support an addition to the residence at 2497 Moose Road, Woodstock, VA 22664. Motion made by Justin Mackay-Smith, seconded by Jenna Wiles. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

DRAFT

Education & Information – Joan Comanor

- Allyson gave an Envirothon update
  - The Area 1 2027 Envirothon will be held at Grand Caverns.
  - We will host the 2028 Regional with Shenandoah Valley SWCD
  - LFSWCD 2027 Envirothon will be held at Sherando Park.
- The Annual Awards Luncheon will take place November 12, 2026, at The Barns at Rose Hill.
  - Board meeting @ 10:00am
  - Awards Luncheon @ 12:00pm

Legislative – Paul Burkholder

- No new items.

Personnel – Joan Comanor

- The Personnel Committee items were previously addressed during and after closed session.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to add to written report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Next meeting is October 21st.
- DATA Center discussion.

Shenandoah Pure Water Forum – Olivia Donachie

- No new items.

Cooperating Agency Reports:

Natural Resources Conservation Service*:* Brent Barriteau

- Gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation*:* Debbie Cross

- Reviewed her written report highlighting due dates and other necessary items.
- ASA update has been completed.
- Att E 1st qtr. Has been received.
- Thanks to LFSWCD staff on completing EOL verifications.

Virginia Cooperative Extension: Cynthia Fairbanks

- Gave an update of VCE happenings.

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.

DRAFT

Other: n/a

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, James Fagan, Mark Huddleston and, Reid Hoak 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					Paul Burkholder	X		
*Emma Bricker					*Reid Hoak			
*Mark Huddleston					Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

The meeting adjourned at approximately 11:50am.

Respectfully submitted,

Sarah Fleming

Board Secretary

Approved by the Board through motion on:

DRAFT

LFSWCD PERSONNEL COMMITTEE MEETING MINUTES
September 10, 2026 at Office

Members Present: Joan Comanor, Mary Gessner, Mark Huddleston, Stephanie Shillingburg

The meeting convened at 11:45 with all members present. Staff adviser was advised her presence was not required. The purpose of the meeting was to review the packet of information compiled by Sarah Fleming at Joan Comanor's request. The information included an analysis of the current regional labor market costs for positions comparable to those of the District and determine if our pay bands are still competitive. Joan reported that she had also met with the City of Harrisonburg's HR Director who reviewed our current payband structure. The HR Director stated that our salary ranges were below that for similar positions in our region.

The Committee reviewed the materials and discussed the implications for action by the District. The Committee agreed with the findings but were uncertain of the most effective way to incorporate the new salary structure into our system. Mainly the discussion focused on making the salary adjustments immediately versus phasing the adjustments in over the next year or so. The overall impact would be an estimated increase in total salaries of about $200,000 annually. Since we cannot predict future funding levels we concluded that making the adjustments by January 2027 would be our recommended course, assuming the full Board would approve.

We agreed that we would ask the Board at our October meeting to go into closed session to present a summary of the findings about our regional labor market costs and the implications for our District paybands and request their approval to proceed. Our recommendation would be to implement the recommended adjustments in concert with January midyear performance reviews. The attached chart would be provided showing current paybands for each position and the new paybands based on the findings.

The Committee adjourned the meeting at 12:30 pm.

Respectfully submitted,

Joan M Comanor

Joan M Comanor,
Committee Chairwoman

FY27 Attendance Log

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Board of Directors													
Joan Comanor, Chair		x	x	x	x								
Mary Gessner		x	x	x	x								
James Fagan, Vice Chair		x	x	x	A								
Kermit Gaither		A	x	x	x								
Jenna Wiles		x	x	x	x								
Paul Burkholder		x	x	A	x								
Reid Hoak		x	x	A	A								
Justin MacKay-Smith		x	x	x	x								
Randy Buckley		x	x	x	x								
Cynthia Fairbanks		x	A	x	x								
Emma Bricker		x	x	A	A								
Mark Huddleston		x	A	x	A								
Associate Board of Directors													
Robert "Bobby" Clark		A	x	A	A								
Charles "Chuck" French, Jr. (start 8/2026)			A	A	A								
Ed Pendleton		x	A	x	A								
Stephanie Shillingburg, BoardTreasurer		x	x	x	x								
Staff													
Madison Coffey		x	x	x	x								
Sarah Fleming		x	x	x	x								
Dana Gochenour		x	x	x	A								
Nick Livesay		x	x	x	x								
Allyson Ponn		x	x	A	x								
Becky Leland (start date 8/3/2026)			x	A	x								
Ben Loyd		x	x	x	x								
Brett Ramer		x	x	x	x								
Olivia Donachie		x	x	x	x								
Guests													
Debbie Cross, DCR			x	x	x								
Brent Baritteau, NRCS			x	x	x								

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

LFSWCD Committee Meeting Log:

You may also view the LFSWCD Website Calendar by using the following link: Calendar | LFSWCD FINAL

CTC (Conservation Technical Committee): the CTC meets on the 1st Thursday of each month at 10:00am in the Strasburg Community Center Room located at 726 E. Queen Street, Strasburg, VA unless otherwise notified and posted on the Website calendar. The CTC does not meet in the Month of July.

- August 6, 2026 • September 3, 2026 • October 1, 2026 • November 5, 2026
- December 3, 2026 • January 7, 2027 • February 4, 2027 • March 4, 2027
- April 1, 2027 • May 6, 2027 • June 3, 2027

PERSONNEL:

- July 16, 2026 9:30am (closed session for Interviews)
- September 8, 2026 11:30am
-

EDUCTAION & INFORMATION:

- August 13, 2026 12:00pm

FINANCE:

- September 10, 2026 9:30am

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.	Fagan, J.	Gaither, K.	Huddleston, M.	Gaither, K.
Fairbanks, C.	Comanor, J.	Gaither, K.	**Fleming, S.	Gessner, M.	Shillingburg, S. (Treas.)	**Ponn, A.
Wiles, J.	Gessner, M.	Hoak, R.	**Coffey, M.	Hoak, R.	**Gochenour, D.	**Fleming, S.
Clark, R.	Huddleston, M.	**Gochenour, D.		**Ponn, A.		
French, C.	**Gochenour, D.	**Ponn, A.				
Pendelton, E.		**Fleming, S.				
**Gochenour, D.						
**Livesay, N.						
**Coffey, M.						
**Loyd, B.						
**Ponn, A						
**Ramer, B.						
**Donachie, O.						
**Leland, B.						
Pure Water Forum Representative	**No. Shenandoah Valley Regional Commission**	**Shenandoah Co. Water Resources Advisory Committee**				
Vacant	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.

Updated August 10, 2026

Lord Fairfax Soil and Water Conservation District
Budget vs. Actual - Operating
July through October 2026

	Jul - Oct 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
FY 26 VNRCF TA (Base+Add)	1,148.96	0.00	100.0%
FY 27 VNRCF TA (Base+Add)	378,211.82	550,000.00	68.8%
Total Income Designated Receipts	388,360.78	559,000.00	69.5%
Undesignated Receipts			
County/City Contributions			
Clarke	12,500.00	12,500.00	100.0%
Frederick	3,750.00	15,000.00	25.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	13,400.00	104.5%
Winchester	12,100.00	12,100.00	100.0%
Total County/City Contributions	62,350.00	73,000.00	85.4%
DCR Annual Operations Funds	184,244.50	369,489.00	49.9%
EOL Varification Earnings	0.00	0.00	0.0%
Interest Income	43,823.78	36,000.00	121.7%
Other Income			
Donations	0.00	400.00	0.0%
Refunds/Reimbursements	24.81		
Total Other Income	24.81	400.00	6.2%
VCAP			
VCAP Cost Share	6,299.58	0.00	100.0%
VCAP TA	1,200.00	0.00	100.0%
Total VCAP	7,499.58	0.00	100.0%
Total Undesignated Receipts	297,942.67	478,889.00	62.2%
Total Income	686,303.45	1,037,889.00	66.1%
Gross Profit	686,303.45	1,037,889.00	66.1%
Expense			
Area I Meeting Expenses	0.00	1,000.00	0.0%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Awards Banquet	438.96	3,000.00	14.6%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	2,336.13	15,000.00	15.6%
Dues			
Nat. Assoc. of Cons. Districts	775.00	0.00	100.0%
VACDE	0.00	0.00	0.0%
VASWCD	3,592.00	0.00	100.0%
Dues - Other	0.00	5,500.00	0.0%
Total Dues	4,367.00	5,500.00	79.4%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	18.98	500.00	3.8%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon			
Envirothon Expenditures	59.96		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	59.96	1,000.00	6.0%
Outreach Event(s)	243.28	1,000.00	24.3%
Scholarships			
District Scholarship	0.00	2,000.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%

Lord Fairfax Soil and Water Conservation District
Budget vs. Actual - Operating
July through October 2026

	Jul - Oct 26	Budget	% of Budget
Total Scholarships	0.00	2,500.00	0.0%
Total Ed & Info / Public Outreach	322.22	5,300.00	6.1%
Insurance	0.00	2,000.00	0.0%
Office Expenses			
Bank Fees/Serv Charge	0.00	0.00	0.0%
IT Services & Support / Web	3,508.61	10,000.00	35.1%
Office Equipment	4,139.74	10,000.00	41.4%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,040.00	5,000.00	40.8%
Office Supplies	2,140.93	5,500.00	38.9%
Postage	490.79	1,250.00	39.3%
Telephone/Internet	1,649.84	6,500.00	25.4%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	13,969.91	52,750.00	26.5%
Personnel/Staff Expenses			
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	895.37	2,400.00	37.3%
Staff Mileage/Training	1,787.28	7,500.00	23.8%
Staff Salaries & Benefits	213,423.15	884,000.00	24.1%
Total Personnel/Staff Expenses	216,105.80	897,500.00	24.1%
Vehicle Gas & Service	1,566.84	7,000.00	22.4%
Total District Regular Expenses	238,667.90	985,050.00	24.2%
VCAP Expenditures			
VCAP Cost Share disbursements	6,299.58	0.00	100.0%
Total VCAP Expenditures	6,299.58	0.00	100.0%
Total Expense	245,406.44	996,050.00	24.6%
Net Ordinary Income	440,897.01	41,839.00	1,053.8%
Net Income	**440,897.01**	**41,839.00**	**1,053.8%**

Lord Fairfax Soil and Water Conservation District
Fund Balances
As of October 31, 2026

			Oct 31, 26
Dedicated Reserves			
Unemployment Oblig (State)			25,000.00
Accrued Lv. Oblig (State)			67,000.00
Computer Replacement Reserve			60,000.00
Salary Inflation Res.(State)			55,000.00
Office/Utility Reserve			245,000.00
Tech Staff Salary Res. (State)			1,425,000.00
Dam Safety Reserve			80,975.00
Admin. Secretary Salary Reserve			275,000.00
Education Salary Reserve			275,000.00
Vehicle Reserve (State)			175,000.00
Total Dedicated Reserves			2,682,975.00
Operations			
DCR Operating Funds			512,252.59
EOL Varification Earnings			53,418.42
Other Income			
Refunds/Reimbursements		24.81	
Total Other Income			24.81
Envirothon Receipts			400.00
Envirothon Grant			1,604.15
RMP Operational Support			1,872.00
Dam Safety			9,022.29
Special Projects			
Community Garden/Harvest Fest.			
Harvest Festival	233.86		
Community Garden	3,879.06		
Total Community Garden/Harvest Fest.		4,112.92	
Total Special Projects			4,112.92
Interest			124,140.24
Local Gov't Funds			110,975.96
Total Operations			817,823.38
Restricted Funds			
VNRCF TA			
FY 27 VNRCF TA		378,211.82	
FY 26 VNRCF TA		32,528.57	
Total VNRCF TA			410,740.39
VCAP TA			1,200.00
Cost Share Funds			
CREP			
CREP Interest	451.06		
CREP Program	-451.06		
Total CREP		0.00	
WQIA			
2027 CB VACS Transfer (19)	54,040.80		
2027 CB VACS	950,398.40		
2026 CB VACS	4,696,464.06		
2025 CB VACS	2,747,095.81		
2024 CB VACS	1,741,352.03		
2023 CB VACS Transfer (22)	71,382.23		
2022 CB VACS	164,749.88		
Total WQIA		10,425,483.21	
Total Cost Share Funds			10,425,483.21
Other restricted funds			
Grants			

Lord Fairfax Soil and Water Conservation District
Fund Balances
As of October 31, 2026

	Oct 31, 26
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	10,838,782.54
TOTAL	**14,339,580.92**

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 10/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,069,791.91
Cleared Transactions						
Checks and Payments - 18 items						
Check	09/02/2026	5702	Stephanie Shillingburg	X	-82.08	-82.08
Check	09/16/2026	5715	Virginia Business Sy...	X	-337.38	-419.46
Check	09/16/2026	5716	Queen Street Diner	X	-257.60	-677.06
Check	09/16/2026	5714	Purchase Power	X	-200.00	-877.06
Check	09/16/2026	5717	Woodbine Farm Mar...	X	-105.00	-982.06
Check	09/16/2026	5713	Stephanie Shillingburg	X	-27.36	-1,009.42
Check	09/27/2026	5721	Queen Street Diner	X	-725.00	-1,734.42
Check	09/27/2026	5722	Max Real Group, LLC	X	-408.00	-2,142.42
Check	09/27/2026	5719	Shentel	X	-206.84	-2,349.26
Check	09/27/2026	5718	Joan M. Comanor	X	-98.80	-2,448.06
Check	09/27/2026	5720	Stephen Nickolas Li...	X	-15.00	-2,463.06
Check	10/01/2026	5723	Allyson Ponn	X	-56.18	-2,519.24
Check	10/05/2026	5724	Card Services	X	-4,246.60	-6,765.84
Check	10/07/2026	5725	Treasurer, Shenand...	X	-213,423.15	-220,188.99
Check	10/07/2026	5728	Kermit Gaither	X	-94.08	-220,283.07
Check	10/20/2026	5738	NACD	X	-775.00	-221,058.07
Check	10/20/2026	5730	Max Real Group, LLC	X	-408.00	-221,466.07
Check	10/29/2026	Debit	Cabin Hill T's LLC	X	-31.00	-221,497.07
Total Checks and Payments					-221,497.07	-221,497.07
Deposits and Credits - 1 item						
Deposit	10/31/2026			X	11,885.42	11,885.42
Total Deposits and Credits					11,885.42	11,885.42
Total Cleared Transactions					-209,611.65	-209,611.65
Cleared Balance					-209,611.65	3,860,180.26
Uncleared Transactions						
Checks and Payments - 9 items						
Check	09/16/2026	5711	Wakeman's Grove ...		-156.00	-156.00
Check	10/20/2026	5732	Virginia Business Sy...		-578.50	-734.50
Check	10/20/2026	5731	Virginia Business Sy...		-396.39	-1,130.89
Check	10/20/2026	5735	Purchase Power		-253.25	-1,384.14
Check	10/20/2026	5729	Queen Street Diner		-252.00	-1,636.14
Check	10/20/2026	5737	Shentel		-207.20	-1,843.34
Check	10/20/2026	5734	Lindsey Coleman		-203.00	-2,046.34
Check	10/20/2026	5736	Bee Approved Honey		-66.00	-2,112.34
Check	10/20/2026	5733	Stephanie Shillingburg		-27.36	-2,139.70
Total Checks and Payments					-2,139.70	-2,139.70
Total Uncleared Transactions					-2,139.70	-2,139.70
Register Balance as of 10/31/2026					-211,751.35	3,858,040.56
Ending Balance					**-211,751.35**	**3,858,040.56**

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		4,069,791.91
Cleared Transactions		
Checks and Payments - 18 items	-221,497.07	
Deposits and Credits - 1 item	11,885.42	
Total Cleared Transactions	-209,611.65	
Cleared Balance		**3,860,180.26**
Uncleared Transactions		
Checks and Payments - 9 items	-2,139.70	
Total Uncleared Transactions	-2,139.70	
Register Balance as of 10/31/2026		**3,858,040.56**
Ending Balance		3,858,040.56

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,564,596.42
Cleared Transactions						
Checks and Payments - 2 items						
Check	09/30/2026	4151	Audley Farm	X	-28,587.50	-28,587.50
Check	10/08/2026	4152	Charles Fansler	X	-85,285.03	-113,872.53
Total Checks and Payments					-113,872.53	-113,872.53
Deposits and Credits - 1 item						
Deposit	10/31/2026			X	31,941.47	31,941.47
Total Deposits and Credits					31,941.47	31,941.47
Total Cleared Transactions					-81,931.06	-81,931.06
Cleared Balance					-81,931.06	10,482,665.36
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-1,125.00
Total Checks and Payments					-1,125.00	-1,125.00
Total Uncleared Transactions					-1,125.00	-1,125.00
Register Balance as of 10/31/2026					-83,056.06	10,481,540.36
Ending Balance					**-83,056.06**	**10,481,540.36**

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2026

	Oct 31, 26	
Beginning Balance		10,564,596.42
Cleared Transactions		
Checks and Payments - 2 items	-113,872.53	
Deposits and Credits - 1 item	31,941.47	
Total Cleared Transactions	-81,931.06	
Cleared Balance		**10,482,665.36**
Uncleared Transactions		
Checks and Payments - 1 item	-1,125.00	
Total Uncleared Transactions	-1,125.00	
Register Balance as of 10/31/2026		**10,481,540.36**
Ending Balance		10,481,540.36

11.5.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: M. Gessner
Members Present: E. Pendleton, J. Mackay-Smith, B. Clark, C. Fairbanks-Furr, R. Buckley
Members Absent: C. French, J. Wiles
Others Present: M. Coffey, N. Livesay, D. Gochenour, B. Leland, B. Ramer, B. Loyd, O. Donachie

Call to Order: 9:59 AM Motion by: MG

Adjourn: 11:06 AM Motion by: BC

Board Approved: _____ (Signature) (Date)

Fund Source:	Total funds available after 10/8/2026 board meeting	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 10/26/2026	Obligated - Paid as of 11/4/2026	Obligated as of 11/4/2026	Total Allocation from DCR
2027 CB VACS	**$ 6,929,053.47**	$ 60,266.25	$ (20,489.60)	$ 6,968,830.12	$ 1,235,010.68	**$ 5,733,819.44**	**$ 9,073,594.20**	**$ 2,104,764.08**	**$ 2,133,351.58**	**$ 9,063,261.00**
2027 CB VAS Transfer (PY 2019)	**$ -**			$ -		**$ -**	**$ 54,040.80**	**$ 54,040.80**	**$ 54,040.80**	
2027 CB VAS Transfer (PY 2021)	**$ (31,350.00)**	$ 31,350.00		$ -		**$ -**	**$ 31,350.00**	**$ 31,350.00**	**$ 31,350.00**	
						Total Obligated for 2026 CB VACS			**$ 2,218,742.38**	
						Percent Obligated for 2026 CB VACS			**24.48%**	

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

Discussion: Review Cancellations/Underbudgets; Tax Credit Approvals; New Project Approvals; VCAP Approval, Increase Approvals

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes	
13-27-0019	765637	2027 CB VACS	SL-7	$ 4,602.64	$ 362.44	Complete - Not Paid	BL	underbudget	
13-27-0019	765629	2027 CB VACS	SL-6W	$ 6,257.76	NA	Complete - Not Paid	BL	underbudget	
				Total of Cancellations and Underbudgets:	**$ 10,860.40**				

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-13-24-0017	13-25-0075	658840	Frederick/Stream Exclusion with Wide Buffer and G	SL-6W	$ 180.63				Comple	BL	90% practice
CP-13-26-0031	13-26-0109	736498	Shenandoah/Long Term Vegetative Cover on Cropla	SL-1	$ 487.22				Comple	BR	75% practice - overbudget planting costs
NRCS	13-26-0086	732102	Clarke/Afforestation of Crop, Hay and Pasutre Land	FR-1	$ 90.00				Comple	BL	75% practice
CP-13-26-0029	13-26-0107	736403	Shenandoah/Long Term Vegetative Cover on Cropla	SL-1	$ 424.57				Comple	BL	75% practice
CP-13-27-0011	13-27-0019	765637	Warren/Extension of Watering System	SL-7	$ 362.44				Comple	BL	80% practice
CP-13-26-0030	13-26-0108	736420	Frederick/Long Term Vegetative Cover on Cropland	SL-1	$ 800.17				Comple	MC	75% practice - overbudget planting costs
CP-13-26-0003	13-26-0003	661293	Clarke/Stream Exclusion with Wide Buffer and Graz	SL-6W	$ 3,596.03				Comple	BL	
				Total Tax Credits presented for approval:	*$ 5,941.06*						
				Total Tax Credits Approved:	**$ -**						

2027 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-NRCS	**13-27-0030**	784620	Shenandoah	Stream Exclusion with Wide Width Bu	SL-6W	Medium	129	12.64	Y	$ 103,020.40	X			Unapproved	BL	piggyback - Variance Bundle Request #1 - pending DCR Variance Approval
CP-NRCS	**13-27-0030**	784505	Shenandoah	Seasonal Feeding Facility with Attache	WP-4SF	Medium	128	29.75	Y	$ 298,274.68	X			Unapproved	BL	piggyback - Variance Bundle Request #1pending DCR Variance Approval
CP-13-25-0056	**13-27-0027**	781064	Shenandoah	Seasonal Feeding Facility with Attache	WP-4SF	Medium	101	23.61	Y	$ 311,256.00	X			Unapproved	BL	Variance Bundle Request #2 pending DCR Variance Approval
CP-13-25-0056	**13-27-0027**	781235	Shenandoah	Riparian Forested Buffer	FR-3	Medium	93	6.13	Y	$ 62,418.75	X			Unapproved	BL	Variance Bundle Request #2 pending DCR Variance Approval
CP-NRCS	**13-27-0031**	787044	Clarke	Animal waste control facility	WP-4	Low	145	21.62	Y	$ 743,143.50	X			Unapproved	NL	piggyback - Variance Bundle Request #3 pending DCR Variance Approval
N/A	**13-27-0032**	787087	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$ 2,436.00	X			Unapproved	AP/NL	Variance Bundle Request #3 pending DCR Variance Approval
N/A	**13-27-0032**	787169	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$ 7,393.00	X			Unapproved	AP/NL	Variance Bundle Request #3 pending DCR Variance Approval
CP-13-27-0004	**13-27-0008**	749726	Clarke	Stream Exclusion with Wide Width Bu	SL-6W	Medium	98	11.84	Y	$ 45,786.00			x	Approved	MC	modifications to plan, addition of a stream crossing
N/A	**13-27-0018**	768137	Shenandoah	Stream Exclusion with Wide Width Bu	CCI-SL-6W	High	116	24.06	N	$ 13,010.00			x	Unapproved	OD/BAL	
N/A	**13-27-0054**	799770		Small Grain and Mixed Cover Crop fo	SL-8B	High	110	26.30	Y	$ 300.00			x	Unapproved	AP	
N/A	**13-27-0057**	799883		Small Grain and Mixed Cover Crop fo	SL-8B	High	109	18.56	Y	$ 2,519.10			x	Unapproved	AP	
N/A	**13-27-0057**	799884		Small Grain and Mixed Cover Crop fo	SL-8B	High	105	8.84	Y	$ 9,936.90			x	Unapproved	AP	
N/A	**13-27-0057**	799882		Small Grain and Mixed Cover Crop fo	SL-8B	High	104	10.47	Y	$ 7,719.30			x	Unapproved	AP	
N/A	**13-27-0046**	799437		Small Grain and Mixed Cover Crop fo	SL-8B	High	102	20.96	Y	$ 3,555.20			x	Unapproved	AP	
N/A	**13-27-0044**	799381		Small Grain and Mixed Cover Crop fo	SL-8B	High	102	22.17	Y	$ 2,946.30			x	Unapproved	AP	
N/A	**13-27-0054**	799751		Small Grain and Mixed Cover Crop fo	SL-8B	High	100	26.62	Y	$ 851.20			x	Unapproved	AP	
N/A	**13-27-0054**	799820		Small Grain and Mixed Cover Crop fo	SL-8B	High	99	27.92	Y	$ 450.00			x	Unapproved	AP	
N/A	**13-27-0054**	799766		Small Grain and Mixed Cover Crop fo	SL-8B	High	95	26.02	Y	$ 800.00			x	Unapproved	AP	
N/A	**13-27-0054**	799757		Small Grain and Mixed Cover Crop fo	SL-8B	High	95	26.05	Y	$ 640.00			x	Unapproved	AP	
N/A	**13-27-0048**	799736		Harvestable Cover Crop	SL-8H	High	95	32.00	N	$ 2,747.60			x	Unapproved	AP	
N/A	**13-27-0047**	799455		Harvestable Cover Crop	SL-8H	High	94	41.79	N	$ 544.80			x	Unapproved	AP	
N/A	**13-27-0047**	799451		Harvestable Cover Crop	SL-8H	High	94	41.81	N	$ 418.60			x	Unapproved	AP	
N/A	**13-27-0048**	799733		Harvestable Cover Crop	SL-8H	High	94	45.60	N	$ 566.00			x	Unapproved	AP	
N/A	**13-27-0048**	799737		Harvestable Cover Crop	SL-8H	High	94	46.96	N	$ 336.40			x	Unapproved	AP	
N/A	**13-27-0054**	799738		Harvestable Cover Crop	SL-8H	High	93	42.96	N	$ 188.00			x	Unapproved	AP	
N/A	**13-27-0048**	799516	Shenandoah	Nutrient Management Plan Writing and	NM-1A	High	91	13.24	Y	$ 774.00			x	Unapproved	BR	
N/A	**13-27-0060**	799895	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	48.25	N	$ 306.80			x	Unapproved	AP	
N/A	**13-27-0043**	799374		Harvestable Cover Crop	SL-8H	High	90	43.61	N	$ 250.00			x	Unapproved	AP	
N/A	**13-27-0060**	799900		Harvestable Cover Crop	SL-8H	High	89	48.11	N	$ 325.80			x	Unapproved	AP	
N/A	**13-27-0054**	799748		Harvestable Cover Crop	SL-8H	High	88	49.64	N	$ 120.00			x	Unapproved	AP	
CP-13-27-0023	**13-27-0049**	799576	Shenandoah	Streambank Stabilization	WP-2A	High	77	45.61	N	$ 563,805.00	x			Unapproved	MC	Needs DCR Variance Approval
N/A	**13-27-0036**	799889		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	113	22.97	Y	$ 1,962.00			x	Unapproved	AP	
CP-13-27-0025	**13-27-0063**	800149	Clarke	Stream Exclusion with Wide Width Bu	SL-6W	Medium	109	11.02	Y	$ 300,000.00			x	Unapproved	BL	
N/A	**13-27-0044**	799422		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	103	25.34	Y	$ 2,478.70			x	Unapproved	AP	
N/A	**13-27-0058**	799891		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	100	31.76	Y	$ 625.00			x	Unapproved	AP	
CP-13-27-0019	**13-27-0037**	795546	Clarke	Stream Exclusion with Wide Width Bu	SL-6W	Medium	96	14.40	Y	$ 298,337.00			x	Unapproved	BL	
N/A	**13-27-0042**	799354		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	95	22.68	Y	$ 4,580.00			x	Unapproved	AP	
N/A	**13-27-0045**	799428		Harvestable Cover Crop	SL-8H	Medium	94	36.39	N	$ 1,532.00			x	Unapproved	AP	
CP-13-27-0024	**13-27-0040**	796730	Frederick	Long Term Vegetative Cover on Cropl	SL-1	Medium	93	37.23	N	$ 11,275.00			x	Unapproved	NL	
N/A	**13-27-0044**	799380		Harvestable Cover Crop	SL-8H	Medium	93	41.14	N	$ 1,084.20			x	Unapproved	AP	
N/A	**13-27-0050**	799727		Harvestable Cover Crop	SL-8H	Medium	89	48.13	N	$ 313.80			x	Unapproved	AP	
N/A	**13-27-0050**	799721		Harvestable Cover Crop	SL-8H	Medium	89	50.41	N	$ 384.00			x	Unapproved	AP	
N/A	**13-27-0036**	799886		Harvestable Cover Crop	SL-8H	Medium	89	50.82	N	$ 160.00			x	Unapproved	AP	
N/A	**13-27-0045**	799433		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	85		Y	$ 17,189.10			x	Unapproved	AP	
N/A	**13-27-0051**	799731		Harvestable Cover Crop	SL-8H	Medium	81	51.04	N	$ 300.00			x	Unapproved	AP	
N/A	**13-27-0056**	799835		Small Grain and Mixed Cover Crop fo	SL-8B	Medium	80	32.99	Y	$ 900.00			x	Unapproved	AP	
N/A	**13-27-0056**	799832		Harvestable Cover Crop	SL-8H	Medium	80	49.85	N	$ 640.00			x	Unapproved	AP	
CP-13-27-0022	**13-27-0036**	795817		Long Term Vegetative Cover on Cropl	SL-1	Medium	77	32.80	N	$ 2,471.88			x	Unapproved	DG	
CP-13-27-0022	**13-27-0036**	795548		Long Term Vegetative Cover on Cropl	SL-1	Medium	68	32.52	N	$ 2,870.00			x	Unapproved	DG	
CP-13-27-0026	**13-27-0064**	800155	Frederick	Forested Riparian Buffer - Maintenanc	CCI-FRB-1	Low	107	47.45	N	$ 1,260.00			x	Unapproved	NL	
CP-13-27-0021	**13-27-0039**	795885	Frederick	Stream Exclusion with Wide Width Bu	SL-6W	Low	100	19.45	Y	$ 273,420.00			x	Unapproved	BL	
CP-13-27-0020	**13-27-0038**	795676		Extension of Watering Systems	SL-7	Low	89	46.52	N	$ 45,760.00			x	Unapproved	BR	
N/A	**13-27-0055**	799823		Harvestable Cover Crop	SL-8H	Low	88	47.73	N	$ 308.00			x	Unapproved	AP	
CP-13-27-0026	**13-27-0064**	800156	Frederick	Stream Exclusion with Wide Buffer	SL-6W	Low	86	17.72	Y	$ 172,068.00			x	Unapproved	NL	
N/A	**13-27-0061**	799905		Small Grain and Mixed Cover Crop fo	SL-8B	Low	73		Y	$ 9,927.00	x			Unapproved	AP	
								Total 2027 CB VACS Contracts Awaiting Variance Review:		*$ 1,527,942.33*						
								Total 2027 CB VACS Contracts Presented for Approval:		*$ 3,336,685.01*						
								Total 2027 CB VACS Funds Approved:		**$ 1,235,010.68**						

VCAP

Contract	County	Practice Code	Estimated Cost Share Payment	Tabled	Denied	Approved	Staff	Notes
13-27-001	Clarke	PP	$ 20,000.00			x	BAL/OD	Total Permeable Pavement cost is $60,570. Cost share cap for PP is $20,000.

Total VCAP Contracts Presented for Approval:	*$*	*20,000.00*
Total VCAP Contracts Approved:	**$**	**20,000.00**

11.5.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: _____

Members Present: _____ Call to Order: _____ Motion by: _____

Members Absent: _____

Others Present: _____ Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 10/8/2026 board meeting	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 11/4/2026	Obligated - Paid as of 11/4/2026
2022 CB VACS	**$ -**			$ -	$ -	**$ -**	**$ 164,749.88**	**$ 164,749.88**
2023 CB VACS Transfer (2022)	**$ -**			$ -	$ -	**$ -**	**$ 71,382.23**	**$ 71,382.23**
2024 CB VACS	**$ 50,976.80**			$ 50,976.80	$ -	**$ 50,976.80**	**$ 1,741,352.03**	**$ 1,690,375.23**
2025 CB VACS	**$ 922.11**		$ 103,366.71	$ 104,288.82	$ -	**$ 104,288.82**	**$ 2,556,953.20**	**$ 2,452,664.38**
2026 CB VACS	**$ 90,218.52**		$ 178,775.26	$ 268,993.78	$ 38,210.00	**$ 230,783.78**	**$ 4,315,367.51**	**$ 4,056,784.42**

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
13-25-0108	656484	2025 CB VACS	SL-6W	$ 83,374.89	NA	Complete - Not Paid	BL	underbudget
13-25-0075	658840	2025 CB VACS	SL-6W	$ 19,991.82	$ 180.63	Complete - Not Paid	BL	underbudget
13-26-0086	732102	2026 CB VACS	FR-1	$ 1,526.62	$ 90.00	Complete - Not Paid	BL	underbudget
13-26-0107	736403	2026 CB VACS	SL-1	$ 1,790.22	$ 424.57	Complete - Not Paid	BL	underbudget
13-26-0039	730028	2026 CB VACS	SL-6W	$ 153,550.20	$ -	Complete - Not Paid	MC	underbudget
13-26-0003	661293	2026 CB VACS	SL-6W	$ 21,908.22	$ 3,596.03	Complete - Not Paid	BL	underbudget
					Total of Cancellations and Underbudgets:	**$ 282,141.97**		

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:	**$ -**

2024 CB VACS Fund

Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes

Total 2024 CB VACS Contracts presented for approval:	*$ -*
Total 2024 CB VACS Funds Approved:	**$ -**

2025 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 2025 CB VACS Funds Presented for Approval:	*$ -*
Total 2025 CB VACS Funds Approved:	**$ -**

2026 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
13-26-0117	737936	Shenandoah	Stream Exclusion with V	SL-6W	H	91	25.48	Y	$ 38,210.00			x		BL	dry well

Total 2026 CB VACS Contracts presented for approval:	*$ 38,210.00*
Total 2026 CB VACS Funds Approved:	**$ 38,210.00**

2027 SL-8H Cover Crops

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	**13-27-0048**	799736		Harvestable Cover Crop	SL-8H	High	95	32.00		$ 2,747.60			x	Unapproved	AP	
N/A	**13-27-0047**	799455		Harvestable Cover Crop	SL-8H	High	94	41.79		$ 544.80			x	Unapproved	AP	
N/A	**13-27-0047**	799451		Harvestable Cover Crop	SL-8H	High	94	41.81		$ 418.60			x	Unapproved	AP	
N/A	**13-27-0048**	799733		Harvestable Cover Crop	SL-8H	High	94	45.60		$ 566.00			x	Unapproved	AP	
N/A	**13-27-0048**	799737		Harvestable Cover Crop	SL-8H	High	94	46.96		$ 336.40			x	Unapproved	AP	
N/A	**13-27-0054**	799738		Harvestable Cover Crop	SL-8H	High	93	42.96		$ 188.00			x	Unapproved	AP	
N/A	**13-27-0060**	799895	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	48.25		$ 306.80			x	Unapproved	AP	
N/A	**13-27-0043**	799374		Harvestable Cover Crop	SL-8H	High	90	43.61		$ 250.00			x	Unapproved	AP	
N/A	**13-27-0060**	799900		Harvestable Cover Crop	SL-8H	High	89	48.11		$ 325.80			x	Unapproved	AP	
N/A	**13-27-0054**	799748		Harvestable Cover Crop	SL-8H	High	88	49.64		$ 120.00			x	Unapproved	AP	
N/A	**13-27-0045**	799428		Harvestable Cover Crop	SL-8H	Medium	94	36.39		$ 1,532.00			x	Unapproved	AP	
N/A	**13-27-0044**	799380		Harvestable Cover Crop	SL-8H	Medium	93	41.14		$ 1,084.20			x	Unapproved	AP	
N/A	**13-27-0050**	799727		Harvestable Cover Crop	SL-8H	Medium	89	48.13		$ 313.80			x	Unapproved	AP	
N/A	**13-27-0050**	799721		Harvestable Cover Crop	SL-8H	Medium	89	50.41		$ 384.00			x	Unapproved	AP	
N/A	**13-27-0036**	799886		Harvestable Cover Crop	SL-8H	Medium	89	50.82		$ 160.00			x	Unapproved	AP	
N/A	**13-27-0051**	799731		Harvestable Cover Crop	SL-8H	Medium	81	51.04		$ 300.00			x	Unapproved	AP	
N/A	**13-27-0056**	799832		Harvestable Cover Crop	SL-8H	Medium	80	49.85		$ 640.00			x	Unapproved	AP	
N/A	**13-27-0055**	799823		Harvestable Cover Crop	SL-8H	Low	88	47.73		$ 308.00			x	Unapproved	AP	
							Total 2027 SL-8H Presented for Approval:			*$ 10,526.00*						

2027 SL-8B Cover Crops

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	**13-27-0054**	799770		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	110	26.30		$ 300.00			x	Unapproved	AP	
N/A	**13-27-0057**	799883		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	109	18.56		$ 2,519.10			x	Unapproved	AP	
N/A	**13-27-0057**	799884		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	105	8.84		$ 9,936.90			x	Unapproved	AP	
N/A	**13-27-0057**	799882		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	104	10.47		$ 7,719.30			x	Unapproved	ap	
N/A	**13-27-0046**	799437		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	102	20.96		$ 3,555.20			x	Unapproved	AP	
N/A	**13-27-0044**	799381		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	102	22.17		$ 2,946.30			x	Unapproved	AP	
N/A	**13-27-0054**	799751		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	100	26.62		$ 851.20			x	Unapproved	AP	
N/A	**13-27-0054**	799820		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	99	27.92		$ 450.00			x	Unapproved	AP	
N/A	**13-27-0054**	799766		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	95	26.02		$ 800.00			x	Unapproved	AP	
N/A	**13-27-0054**	799757		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	High	95	26.05		$ 640.00			x	Unapproved	AP	
N/A	**13-27-0036**	799889		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	113	22.97		$ 1,962.00			x	Unapproved	AP	
N/A	**13-27-0044**	799422		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	103	25.34		$ 2,478.70			x	Unapproved	AP	
N/A	**13-27-0058**	799891		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	100	31.76		$ 625.00			x	Unapproved	AP	
N/A	**13-27-0042**	799354		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	95	22.68		$ 4,580.00			x	Unapproved	AP	
N/A	**13-27-0045**	799433		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	85			$ 17,189.10			x	Unapproved	AP	
N/A	**13-27-0056**	799835		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Medium	80	32.99		$ 900.00			x	Unapproved	AP	
N/A	**13-27-0061**	799905		Small Grain and Mixed Cover Crop for Nutrient Management and Residue Managem	SL-8B	Low	73			$ 9,927.00				Unapproved	AP	
							Total 2027 SL-8B Presented for Approval:			*$ 67,379.80*						

2027 SL-8M Cover Crops

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
							Total 2027 SL-8M Presented for Approval:			*$ -*						

11.5.2026 CTC Meeting Motions and Vote Tally

Motion 1: Motion to recommend the board approve all tax credits below:

CP-13-24-0017	13-25-0075	658840	Frederick/Stream Exclusion with Wide Buffer	SL-6W	$	180.63			
CP-13-26-0031	13-26-0109	736498	Shenandoah/Long Term Vegetative Cover on	SL-1	$	487.22			
NRCS	13-26-0086	732102	Clarke/Afforestation of Crop, Hay and Pasutr	FR-1	$	90.00			
CP-13-26-0029	13-26-0107	736403	Shenandoah/Long Term Vegetative Cover on	SL-1	$	424.57			
CP-13-27-0011	13-27-0019	765637	Warren/Extension of Watering System	SL-7	$	362.44			
CP-13-26-0030	13-26-0108	736420	Frederick/Long Term Vegetative Cover on Cr	SL-1	$	800.17			
CP-13-26-0003	13-26-0003	661293	Clarke/Stream Exclusion with Wide Buffer an	SL-6W	$	3,596.03			

Abstentions:

Made By: RB, JMS

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 2: Motion to recommend the board approve funding for the three tabled Variance contracts pending approval from DCR Variance Committee.

CP-NRCS	13-27-0030	784620	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	Medium	129	12.64	Y	$	103,020.40
CP-NRCS	13-27-0030	784505	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	128	29.75	Y	$	298,274.68
CP-13-25-0056	13-27-0027	781064	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	101	23.61	Y	$	311,256.00
CP-13-25-0056	13-27-0027	781235	Shenandoah	Riparian Forested Buffer	FR-3	Medium	93	6.13	Y	$	62,418.75
CP-NRCS	13-27-0031	787044	Clarke	Animal waste control facility	WP-4	Low	145	21.62	Y	$	743,143.50
N/A	13-27-0032	787087	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$	2,436.00
N/A	13-27-0032	787169	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	$	7,393.00

Abstentions:

Made By: JMS, RB

Vote	#
Yay	5
Nays	1
Abstains	0

Motion Passes

Motion 3: Motion to recommend the board approve cost share increase for contract 13-27-0008 SL-6W.

CP-13-27-0004	13-27-0008	749726	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	98	11.84	Y	$	45,786.00

Abstentions:

Made By: RB, BC

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 4: Motion to recommend the board approve cost share for contract 13-27-0018 CCI SL-6W.

N/A	13-27-0018	768137	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	High	116	24.06	N	$	13,010.00

Abstentions:

Made By: BC, JMS

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 5: Motion to recommend the board approve cost share for all SL-8H contracts listed below:

N/A	**13-27-0048**	799736		Harvestable Cover Crop	SL-8H	High	95	32.00		$	2,747.60
N/A	**13-27-0047**	799455		Harvestable Cover Crop	SL-8H	High	94	41.79		$	544.80
N/A	**13-27-0047**	799451		Harvestable Cover Crop	SL-8H	High	94	41.81		$	418.60
N/A	**13-27-0048**	799733		Harvestable Cover Crop	SL-8H	High	94	45.60		$	566.00
N/A	**13-27-0048**	799737		Harvestable Cover Crop	SL-8H	High	94	46.96		$	336.40

Made By: RB, CF

Vote	#
Yay	6
Nays	0
Abstains	0

N/A	**13-27-0054**	799738		Harvestable Cover Crop	SL-8H	High	93	42.96		$	188.00
N/A	**13-27-0060**	799895	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	48.25		$	306.80
N/A	**13-27-0043**	799374		Harvestable Cover Crop	SL-8H	High	90	43.61		$	250.00
N/A	**13-27-0060**	799900		Harvestable Cover Crop	SL-8H	High	89	48.11		$	325.80
N/A	**13-27-0054**	799748		Harvestable Cover Crop	SL-8H	High	88	49.64		$	120.00
N/A	**13-27-0045**	799428		Harvestable Cover Crop	SL-8H	Medium	94	36.39		$	1,532.00
N/A	**13-27-0044**	799380		Harvestable Cover Crop	SL-8H	Medium	93	41.14		$	1,084.20
N/A	**13-27-0050**	799727		Harvestable Cover Crop	SL-8H	Medium	89	48.13		$	313.80
N/A	**13-27-0050**	799721		Harvestable Cover Crop	SL-8H	Medium	89	50.41		$	384.00
N/A	**13-27-0036**	799886		Harvestable Cover Crop	SL-8H	Medium	89	50.82		$	160.00
N/A	**13-27-0051**	799731		Harvestable Cover Crop	SL-8H	Medium	81	51.04		$	300.00
N/A	**13-27-0056**	799832		Harvestable Cover Crop	SL-8H	Medium	80	49.85		$	640.00
N/A	**13-27-0055**	799823		Harvestable Cover Crop	SL-8H	Low	88	47.73		$	308.00

Abstentions:

Motion Passes

Motion 6: Motion to recommend the board approve cost share for all SL-8B contracts listed below:

N/A	13-27-0054	799770		Small Grain and Mixed Cover Cr	SL-8B	High	110	26.30		$	300.00
N/A	**13-27-0057**	799883		Small Grain and Mixed Cover Cr	SL-8B	High	109	18.56		$	2,519.10
N/A	**13-27-0057**	799884		Small Grain and Mixed Cover Cr	SL-8B	High	105	8.84		$	9,936.90
N/A	**13-27-0057**	799882		Small Grain and Mixed Cover Cr	SL-8B	High	104	10.47		$	7,719.30
N/A	**13-27-0046**	799437		Small Grain and Mixed Cover Cr	SL-8B	High	102	20.96		$	3,555.20
N/A	**13-27-0044**	799381		Small Grain and Mixed Cover Cr	SL-8B	High	102	22.17		$	2,946.30
N/A	**13-27-0054**	799751		Small Grain and Mixed Cover Cr	SL-8B	High	100	26.62		$	851.20
N/A	**13-27-0054**	799820		Small Grain and Mixed Cover Cr	SL-8B	High	99	27.92		$	450.00
N/A	**13-27-0054**	799766		Small Grain and Mixed Cover Cr	SL-8B	High	95	26.02		$	800.00
N/A	**13-27-0054**	799757		Small Grain and Mixed Cover Cr	SL-8B	High	95	26.05		$	640.00
N/A	**13-27-0036**	799889		Small Grain and Mixed Cover Cr	SL-8B	Medium	113	22.97		$	1,962.00
N/A	**13-27-0044**	799422		Small Grain and Mixed Cover Cr	SL-8B	Medium	103	25.34		$	2,478.70
N/A	**13-27-0058**	799891		Small Grain and Mixed Cover Cr	SL-8B	Medium	100	31.76		$	625.00
N/A	**13-27-0042**	799354		Small Grain and Mixed Cover Cr	SL-8B	Medium	95	22.68		$	4,580.00
N/A	**13-27-0045**	799433		Small Grain and Mixed Cover Cr	SL-8B	Medium	85			$	17,189.10
N/A	**13-27-0056**	799835		Small Grain and Mixed Cover Cr	SL-8B	Medium	80	32.99		$	900.00

Abstentions:

Made By: RB, CF

Vote	**#**
Yay	**6**
Nays	**0**
Abstains	**0**

Motion Passes

Motion 7: Motion to recommend the board approve preliminarily approve cover crop contract 13-27-0061 contingent on if the contracts move forward to the DCR Variance Committee in PY27. If the contract does not move forward to DCR Variance for PY26, then the cover crop instances will have an approval date of 11/12/2026. If the contract moves forward to DCR Variance in PY27, then the cover crops will have an approval date that aligns with the Variance Bundle approval.

N/A	13-27-0061	799905		Small Grain and Mixed Cover Cr	SL-8B	Low	73		Y	$	9,927.00

Abstentions:

Made By: RB, JMS

Vote	**#**
Yay	**6**
Nays	**0**
Abstains	**0**

Motion Passes

Motion 8: Motion to recommend the board approve cost share for contract 13-27-0048 NM-1A.

N/A	13-27-0048	799516	Shenandoah	Nutrient Management Plan Writir	NM-1A	High	91	13.24	Y	$ 774.00

Abstentions:

Made By: BC, JMS

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 9: Motion to recommend the board send contract 13-27-0049 WP-2A forward to the DCR Variance Committee for review.

CP-13-27-0023	**13-27-0049**	799576	Shenandoah	Streambank Stabilization	WP-2A	High	77	45.61	N	$ 563,805.00

Abstentions:

Made By: RB, BC

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 10: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0063 SL-6W.

CP-13-27-0025	**13-27-0063**	800149	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	109	11.02	Y	$ 300,000.00

Abstentions:

Made By: BC, JMS

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 11: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0037 SL-6W.

CP-13-27-0019	**13-27-0037**	795546	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	96	14.40	Y	$ 298,337.00

Abstentions: JMS not present at time of vote

Made By: BC, CF

Vote	#
Yay	5
Nays	0
Abstains	0

Motion Passes

Motion 12: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0040 SL-1.

CP-13-27-0024	**13-27-0040**	796730	Frederick	Long Term Vegetative Cover on	SL-1	Medium	93	37.23	N	$ 11,275.00

Abstentions: JMS not present at time of vote

Made By: RB, EP

Vote	#
Yay	5
Nays	0
Abstains	0

Motion Passes

Motion 13: Motion to recommend the board approve conservation plan and cost share for both instances of contract 13-27-0036 SL-1.

CP-13-27-0022	**13-27-0036**	795817		Long Term Vegetative Cover on	SL-1	Medium	77	32.80	N	$ 2,471.88
CP-13-27-0022	**13-27-0036**	795548		Long Term Vegetative Cover on	SL-1	Medium	68	32.52	N	$ 2,870.00

Abstentions:

Made By: RB, CF

Vote	#
Yay	6
Nays	0
Abstains	0

Motion Passes

Motion 14: Motion to recommend the board approve cost share for contract 13-27-0064 CCI FRB-1.

CP-13-27-0026	**13-27-0064**	800155	Frederick	Forested Riparian Buffer - Mainte	CCI-FRB-1	Low	107	47.45	N	$ 1,260.00

Made By: BC, JMS

Vote	#

Abstentions: RB not present at time of vote

Yay	**5**
Nays	**0**
Abstains	**0**
	Motion Passes

Motion 15: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0039 SL-6W.

Made By: JMS, CF

CP-13-27-0021	13-27-0039	795885	Frederick	Stream Exclusion with Wide W	SL-6W	Low	100	19.45202942	Y	$	273,420.00

Abstentions:

Vote	**#**
Yay	**5**
Nays	**1**
Abstains	**0**
	Motion Passes

Motion 16: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0038 SL-7.

Made By: BC, CF

CP-13-27-0020	**13-27-0038**	795676	Extension of Watering Systems	SL-7	Low	89	46.52	N	$	45,760.00

Abstentions:

Vote	**#**
Yay	**6**
Nays	**0**
Abstains	**0**
	Motion Passes

Motion 17: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0064 SL-6W.

Made By: RB, JMS

CP-13-27-0026	**13-27-0064**	800156	Frederick	Stream Exclusion with Wide Buff	SL-6W	Low	86	17.72	Y	$	172,068.00

Abstentions:

Vote	**#**
Yay	**6**
Nays	**0**
Abstains	**0**
	Motion Passes

Motion 18: Motion to recommend the board send VCAP contract 13-27-001 PP to the state Steering Committee.

Made By: JMS, BC

13-27-001	Clarke	PP	$	20,000.00			

Abstentions: RB abstained.

Vote	**#**
Yay	**5**
Nays	**0**
Abstains	**1**
	Motion Passes

Motion 19: Motion to recommend the board approve cost share increase for contract 13-26-0117 SL-6W.

Made By: BC, JMS

	13-26-0117	737936	Shenandoah	Stream Exclusion with Wide W	SL-6W	H	91	25.48	Y	$	38,210.00

Abstentions:

Vote	**#**
Yay	**6**
Nays	**0**
Abstains	**0**
	Motion Passes

Motion 20: Motion to recommend the board approve the remainder of the CTC minutes as presented.

Made By:

FOR THE BOARD MEETING

Vote	**#**
Yay	
Nays	
Abstains	

Abstentions:	**Motion Passes**

Motion 21:											

Made By:	
Vote	**#**
Yay	
Nays	
Abstains	
Motion Passes	

Abstentions:

Items for the Board Meeting

Tax Credits (All Program Years)

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes

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

Cost Share Approvals/Increases (All Program Years)

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

	$ -
Total VACS Contracts presented for approval:	*$ -*
Total VACS Funds Approved:	**$ -**

VCAP

Contract	County	Practice Code	Estimated Cost Share Payment	Tabled	Denied	Approved	Staff	Notes

Total VCAP Contracts presented for approval:	*$ -*
Total VCAP Contracts Approved:	**$ -**

Other Items
