

Board of Directors, Board Packet 10/8/2026



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Attachments:

Chair Report Items

- page n/a

Treasurer / Finance

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CTC

- *Minutes & Motions* pages 37 - 44

Misc.

*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**
 - Enter Closed Session for discussion of personnel items.
 - Re-open public meeting
- **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

FOIA & 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
October 8, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Kudos to our staff and the Conservation Tech Committee for their accomplishments this month (which you will discover when we have the Conservation Tech Committee report)! We also need to finalize who will be attending the State Association meeting in December. I am unable to attend this year and Jim Fagan has agreed to go. It is nearby this year and there are always interesting speakers, issue discussions, and budget proposals and policies finalized. I would like to see two directors and two staff volunteer to attend.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the September 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**

Please let me know if you are interested in attending the Annual Meeting to be held at Hotel Roanoke & Conference Center.

- December 6-8, 2026 - [VASWCD Annual Meeting](#) - Save the date and plan to join. **Registration is open. Early bird registration due October 23rd with final deadline of November 13th (additional \$100 cost).** A draft agenda is available on the VASWCD annual meeting [website](#) or directly [here](#).

Monthly Happenings:

- Attachment E prep (FY27 1st qtr.)
- Enter Dedicated Reserve Transfers into QuickBooks
- Cleaned / Organize Storage Room
- Personnel items
- 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
- 9/14 Electronic Records Management Webinar (Law Library of VA)
- 9/16 Electronic Records Management Webinar (Law Library of VA)
- 9/17 SHRM Webinar (1 PDC earned)
- 9/21 ASAP/PACE Webinar (0.1 CDE earned)
- 9/30 Admin/Ops VASWCD Webinar

Upcoming Office closings:

- October 12, 2026 – Columbus Day
- November 3, 2026 – Election Day
- November 11, 2026 – Veteran's Day

Conservation Programs Manager

Dana Gochenour

Promoting BMPs

- Follow up visit to C. Dehaven SL-7 to check for repairs needed following random verification (Frederick Co.)
- Met with S. Polk to discuss possible CCI-WP-4 practices and document eligible structures (Shenandoah Co.)
- Completed 4th year verification inspections of both Sycamore Banks Farm and Green WP-4LLs (Shenandoah Co.)
- Mid-construction stream crossing survey at Bowman SL-6W with Madison and Becky (Shenandoah Co.)
- With Kathleen Fish (VDOF), met with D. Gardner to look at forest acres and review SL-6W fence placement (Shenandoah Co.)
- Met with D. Flugel and J. Wilfong (DCR engineering) to survey barn for WQ-12 gutters (Shenandoah Co.)
- Met with D. Gardner to get Part II signature and discuss next steps for SL-6W project (Shenandoah Co.)
- Met with D. Franklin to discuss SL-6W & SL-7- made updates to cost estimates, Tracking, and Conservation Plan (Wrights Run, Clarke Co.)
- Met with K. Bauserman to get Part II signature and discuss next steps for SL-7 project (Shenandoah Co.)
- With Ben, visited with T. Stotler to discuss layout and crossing locations for SL-6W (Craig Run, Clarke Co.)
- With Ben, visited a Clarke Co. property to review layout of potential SL-6W (Long Marsh Run)
- Staff meeting to review TAC matrix items
- Met with NRCS staff to discuss division of responsibilities for Burner SL-6W (Borden Marsh Run, Clarke Co.)
- Construction update calls regarding Marker-Miller SL-6W (Opequon Creek, Frederick Co.)
- Phone call with E. Dellinger to get details of SL-1 planting (Shenandoah Co.)
- Tracking updates for multiple projects- Dellinger, Polk, Hockman, Franklin, Flugel

Staff Relations

- Reviewed LFSWCD responses to DCR cover crop survey
- Set up LFSWCD display table at Shenandoah Co. Farm Bureau membership dinner
- Participated in LFSWCD hosted contractor training
- Communication with SVC regarding a request from a co-held easement
- Zoom meeting with Bobby Clark and other local stakeholders “Growing the Next Generation of Farmers and Ag Professionals”

Senior Conservation Specialist

Nick Livesay

Promoting BMPs

- Claggett (SL-6W: Wheat Spring Branch, Clarke Co.) exclusion fence staking with Madison, as-built inspection with staff
- Assisted producer with Equipment Tax Credit for no-till drill
- Stiles (WP-4: Shen. Co.) correspondence with engineer regarding building plans
- Trinity Farm (WP-4SF: Shen. Co.) visit to discuss final building design
- Foltz Farm (WP-4: Shen. Co.) visit to mark loafing lot fence
- Visit to look at qualifying water feature in Shenandoah County with Olivia
- Visit to look at SL-10 and potential animal waste building in Warren County (Manassas Run)
- Koon (WP-4B: Clarke Co.) visit to as-built walkway with NRCS
- Visit to discuss potential animal waste facilities in Shen. Co. with Madison & Olivia
- Visit for potential SL-6W (spring fed ponds) in Shenandoah County
- Assisted producer with Cover Crop sign up in office
- Variance Packet work for potential WP-4 in Clarke County
- Visit with potential SL-6 in Shenandoah County (Tumbling Run) with Bret
- Correspondence with producer regarding SL-1 replant
- Visit with potential WP-4/WP-4C in Shenandoah County with Ben and Sarah
- Visit with potential SL-6W in Shenandoah County (spring drainage and Tumbling Run)
- Multiple Animal Waste project calculations/sizing's with staff

- Reviewed TAC suggestions with staff
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

Outreach

- Conservation Speed Dating at Blandly (9/9)
- Contractor Training (9/24) at Woodbine with staff and Raleigh Coleman (DCR)

Other Relations

- CTC Meeting (9/3/26)
- Board Meeting (9/10/26)
- Holiday – Labor Day

Conservation Specialist Madison Coffey

Training:

- None

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, etc.)
- Follow-up visit with Olivia on 9/2/2026 to restake exclusion fence and look at stream crossing progress for Clagett (Clarke: SL-6W)
- Follow-up visit with Ben on 9/3/2026 to get signatures and deliver check for O'Brien (Warren: SL-6W)
- Follow-up meeting on 9/4/2026 to discuss fencing requirements and questions with Colton (Warren: WP-2W)
- Site visit with Dana and Becky on 9/9/2026 to inspect and sign-up multiple WP-4 CCI practices in Shenandoah County.
- Follow-up visit with Ben on 9/10/2026 to review program requirements and next steps for a potential streambank stabilization in Shenandoah County.
- As-built inspection with Olivia, Brett, and Nick on 9/14/2026 for Clagett (Clarke: SL-6W). Completed as-built documentation and follow-up communication with contractors and participant.
- Initial site visit with Olivia on 9/15/2026 for a potential stream exclusion project in Clarke County.
- Follow-up visit with Nick and Olivia on 9/15/2026 to review qualification option and next steps for potential animal waste projects in Shenandoah County.
- Follow-up site visit with Olivia on 9/17/2026 to finalize plan map and discuss next steps for a potential stream exclusion project in Shenandoah County.
- Initial site visit with Ben on 9/17/2026 for a potential stream exclusion project in Shenandoah County.
- Site visit with Nick on 9/21/2026 to stake fence and trough pad location for Foltz (Shen: SL-6W)
- Site visit on 9/21/2026 to get signatures and deliver check for Eisele (Clarke: SL-6W/SL-7)
- Pre-construction meeting with NRCS on 9/24/2026 for HUA and Roof Runoff for Shiflett (Shen: WP-4LC).
- Follow-up site visit with Olivia on 9/29/2026 to discuss potential stream crossing location and fencing changes for SUROMI (Clarke: SL-6W)
- As-built inspection with Nick and Ben on 9/30/2026 for Snow (Clarke: SL-6W)

Other Activities:

- CTC Agenda Prep – 9/2/2026
- CTC Meeting – 9/3/2026
- Board Meeting 9/10/2026
- Shenandoah County Leadership Class (Business North) – 9/11/2026
- Shenandoah County Farm Bureau Dinner – 9/22/2026

Conservation Specialist Ben Loyd

Training:

-

Promoting BMPs:

- Initial visit with Brett for potential SL-6W/SL-7 – Shenandoah County
- Water System design for approved SL-6W/SL-7 – Warren County
- Initial visit for potential SL-6W – Clarke County
- Follow up visit with Madison for potential WP-2A – Shenandoah County
- Conservation plan creation and enter into tracking for unapproved SL-6W/SL-7 – Frederick County
- Conservation plan updated and enter into tracking for unapproved WP-4SF/FR-3 – Shenandoah County
- Initial visit for potential SL-6W – Clarke County
- Initial visit with Madison for potential SL-6W – Shenandoah County
- Water System Pre-Construction Meeting for approved SL-6W – Warren County
- CAS entry for unapproved WP-4SF/SL-6W – Shenandoah County
- In office meeting for potential SL-7 – Frederick County
- Follow up visit with Dana for 2 potential SL-6Ws – Clarke County
- Follow up visit with Brett for potential SL-7 – Clarke County
- Follow up visit with Nick for potential WP-4/WP-4C – Shenandoah County
- Fence staking with Nick for approved SL-6W – Shenandoah County
- Random spot check verification with Becky – Frederick County
- Initial visit with Brett for potential SL-7 – Frederick County
- Water system design creation for approved SL-6W – Clarke County
- Follow up visit for possible SL-6W – Clarke County
- As-Built inspection with Nick and Madison for approved SL-6W – Clarke County
- Helped Ally with Clean water farm award application

Other Activities:

- CTC Meeting – 9/3/2026
- Board Meeting – 9/10/2026
- Frederick/Clarke County Farm Bureau Annual Dinner Meeting – 9/10/2026
- Staff meeting to go over TAC suggested Matrix – 9/22/2026
- Contractor's Training – 9/24/2026

Conservation Specialist Brett Ramer

Training:

- Help Becky with ArcGIS Pro licensing issues – 9/16

Promoting BMP's:

- Initial Visit w/Ben (Shenandoah County)
- Construction Check w/Ben (Shenandoah County)
- Completed As-Built documentation for stream crossing (Shenandoah County)
- SL-1 Verification Visit (Shenandoah County)
- Correspondence with producers after initial visits
- Water System/Fencing As-Built w/Madison, Nick, and Olivia (Clarke County)
- Correspondence with producer interested in potential SL-6 (Shenandoah County)
- Correspondence with contractors for contractor training via email and phone
- Various map creations, updates, and cost estimates.

- Initial SL-6 Visit w/Nick (Shenandoah County)
- Follow-up visit SL-6/7 Visit w/Ben (Clarke County)
- Initial SL-7 Visit w/Ben (Frederick County)

Other Activities:

- Meeting with DCR to discuss upcoming Contractor Training – 9/3
- CTC Meeting – 9/3
- VA Chapter SWCS Planning Meeting – 9/3
- Updated the “Save the Date” for the VA Chapter SWCS Annual Meeting
- Board Meeting – 9/10
- VA Chapter SWCS Planning Meeting – 9/15
- VA Chapter SWCS Executive Council Meeting – 9/21
- TAC Meeting w/staff – 9/22
- Contractor Training at Woodbine Farm Market – 9/24

Also this month:

- Annual Leave: 9/18, 9/29-9/30

Conservation Specialist Olivia Donachie

Trainings/Conferences:

- Agricultural Operations/Livestock Training at Ferrum College **9/30**

Promoting BMPs:

- Cover crop survey with Ally
- Follow up visit for potential SL-6 with Nick in Shen Co
- Cost estimates, map making and correspondence with multiple potential participants
- As-built for SL-6W project in Clarke County with Nick, Brett and Madison
- Initial visit for potential SL-6 with Madison in Clarke County
- Follow up visit for WP-4 with Madison and Nick in Shen Co
- Follow up visit for potential SL-6W with Madison in Shen Co
- Follow up to add a stream crossing to an SL-6W project with Madison in Clarke Co
- Meeting with Dana and Collin from NRCS to discuss piggyback project lead
- Correspondence with participants to wrap up EOL Verifications

VCAP:

- Development Drop-In **9/8**
- Discussion about various projects with Becky
- Initial Visit to Grace Anglican Church for Permeable Pavement potential project

Other Activities:

- Annual Leave **9/1-9/4**
- Labor Day **9/7**
- Board Meeting **9/10**
- Frederick County Farm Bureau Dinner with Ben **9/10**
- Sick leave **9/21**
- Staff meeting to go over TAC Subcommittee Topics **9/22**
- Female Farmer Event “From Seed to Story” **9/24**
- Contractor Training **9/24**
- General research/studying/training Becky on VCAP programming
- Initial visit for potential RWH in Fred Co with Nick and Becky

- Follow-up visit in Fred Co with Ally and Becky
- Initial visits in Fred and Shen Co with Ally and Becky
- Final paperwork submittal to VCAP steering committee for payment of Opequon Church's RWH
- Meeting with Hailey Cooke (VCAP Assistant Coordinator) regarding potential projects
- Scheduled mandatory annual spot checks for past VCAP projects

Program Support Specialist Becky Leland

Cost Share:

- Generated approval letters and Part II's for the 7 new BMP's approved at the August Board meeting. Mailed Part II's, letters, and BMP specs to contract participants.
- Went on various visits to see the Conservation Specialists work with their clients.
- Worked on completing resource concerns for all new contracts.
- Attended contractor training.

VCAP:

- Went on a VCAP site visit and followed up with various homeowners sharing information, ideas, and VCAP specs.
- Worked on a variety of info sheets, advertising, etc.
- Attended VCAP Zoom meetings.

Training:

- Continue to watch videos to gain understanding of VACS, VCAP, etc.

Rain Barrels:

- Researching and working on ways to hold rain barrel workshops in our District.

Education & Conservation Specialist Allyson Ponn

Education:

- Soils Lab – Human Impact at Handley HS (x2)
- WCHS Field Trip meeting
- Northern FFA Leadership Rally
- Food for America @ Skyline HS
- Habitat Hunt + Survival @ Boyce ES
- SBSP Field Trip Guide

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- "From Seed to Story" Outreach Event
- Annual Awards Coordination
 - o Nominations, Venue, Catering, CWFA and Basin application
- Area 1 coordination
 - o Chair/Vice Chair, Membership meeting prep, Spring Meeting discussion
- VASWCD Playing Cards: LFSWCD and Area 1

Promoting BMPs:

- Cover Crop mail out + PY27 prep

- BMP outreach meeting with FNFSR
 - o Conservation Speed Dating: Woodstock & Quicksburg
- Conservation Speed Dating @ Blandy
- Contractor Training Prep
- VCAP visits + recap
- Farm Bureau Annual Meeting Prep
- SL-1 payout, Almeter

Office:

- CTC and Board meeting
- District Cover Crop survey for DCR

VACDE/Training:

- 2026 Annual Training @ Graves Mountain Lodge
 - o Feedback survey, debrief, feedback send out
- VASWCD Board Meeting
 - o Area 1 Quarterly Report + Presentation
 - o VACDE Report + Presentation
- Cover Crop Sub committee + charge response

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 new activity.

Education & Information

Joan Comanor

- Statewide planning and training has started for Envirothon 2027. Allyson, what do we know so far about the next Envirothon??? Also, any updates regarding our November awards luncheon???

Legislative Committee

Paul Burkholder

- No new activity.

Personnel

Joan Comanor

- The Personnel Committee has brought forward a proposal for Board consideration in the closed session to be held at the start of the Board meeting.

Operations

Justin Mackay-Smith

- No new activity.

Northern Shenandoah Valley Regional Commission

Mary Gessner

- Northern Shenandoah Valley Regional Commission: The Board met on Sept. 17th. Staf presented a report on the Regional Water Supply Plan work. The update of the 2011 plan is due to DEQ by Oct. 9 2029. NSVRC recently received

a grant of \$39,240 from DEQ for certain tasks to be completed between Oct. 2026 and April 2027. Staf has begun meeting with the local jurisdictions to update their data from the 2011 plan. NSVRC is also exploring other funding opportunities with USGS and DEQ to do more detailed water supply planning, but have nothing specific to report.

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

- no meeting scheduled yet, but one is anticipated in October to review proposed revisions regarding data centers and energy-related development proposals.

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:

- **FY27 1st Quarter reports due Thursday, October 15.** To include Attachment E, QuickBooks cash balance sheet and P&L for the quarter. The “official” excel version of attachment E must be used throughout the course of the year. Use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).
- **At-Large Director appointments** were confirmed by the Virginia Soil and Water Conservation Board at their September 15, 2026, meeting. Appointment packets, including the oath of office paperwork, have been mailed to each At-Large Director. As a reminder, the new At-Large term begins on January 1, 2027, and expires on December 31, 2030.
- **ASA:** Per the annual request of Darrell Marshall of VDACS, please revisit and update your district’s policy regarding the handling of Ag Stewardship Act Complaints (this includes primary and secondary contact information). If there is no change, please send an email to Darrell Marshall that provides the date that the board discussed the policy and states that there are no changes to your SWCD’s existing policy. If there are changes a new form must be submitted to VDACS.
- **FY25 & FY26 Audits have been scheduled:** Cost Share File Administrative Audits (VACS contracts paid during FY25 & 26) Culpeper (10/26, 29, 30 & 11/4), Northern VA (10/27), 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:**
 - Pull obligations Nov. 1, letters to DCR Nov. 9, transmit 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
- **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

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. Tuesday, **October 20, 2026, 1:00 p.m.** OR 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:

Virginia Cultural and Historic Resources Protection training October 7th – 8th (schedule below). Presenters from the Department of Historic Resources, Department of Wildlife Resources and Natural Heritage will provide training and updates on protecting Virginia’s historic and natural resources for Conservation Planners. **Certified conservation planners will receive 4 contact hours for attending all three presentations.** Registration is not required. Please use the following link to join all three training sessions: [Virginia Cultural and Historic Resource Protection Training | Join meeting in Teams | Microsoft Teams](#)

- October 7th 9am- 11am: Natural Heritage
- October 7th 1pm- 3pm: Department of Wildlife Resources
- October 8th 9am – 11am: Department of Historic Resources

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...**
- **Out-of-District Practices:** Districts are expected to work within their designated service area, however, for cover crop and nutrient management practices, Districts may take applications outside of their service area, provided that the District where the practice is located has agreed to the arrangement through formal board action. This agreement must occur before the practice is approved by the District taking the application. All other types of BMPs must be signed up with the District that serves the practice location.
- **CY26 Random Verifications** have been completed. Please ensure that verification findings are discussed with the Technical Committee and/or the board. Keep in mind non-compliance issues including routine maintenance must be addressed within 180 days of the verification date. If issues have not been resolved at the close of the grace period, then proper steps must be taken by the SWCD requiring the return of prorated funds. **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.**
- **Computer Generated Part II and Part III:** DCR guidance is that Part II of the VACS contract should have all fields computer generated, except for the signatures. There should be no handwritten data fields on Part II. Contract Part III should have everything computer generated to the extent possible, but it is allowable for the SWCD Payment Amount, Payment Date, and Check Number to be handwritten.

- **Grazing Management Plans.** The SL-6N, SL-6W, SL-7 and SL-10 practices require a written grazing management plan. A grazing management plan is required for the SL-6N & SL-6W practices when more than three new grazing units are being created by the installation of interior cross fencing and must include all acres in the grazing system. SL-7 or SL-10 practices require a grazing management plan for all acres in the grazing system.
- **Continuing Conservation Initiative (CCI) Enrollment or Re-enrollment:** It's time to approve CCI eligible BMPs or existing CCI BMPs with lifespans ending 12/31/26. Certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2027, coincident when the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflects technical certification before 12/31 to avoid a break in lifespan.
- **Remember to use the Related Instances function in CAS** when a CCI practice follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.

UPCOMING DATES TO REMEMBER:

Oct 9: Potomac Council 9:00 am & Potomac Watershed Roundtable 10:00am, Old Bust Head Brewery, John Marhsall SWCD hosting

Oct 12: Columbus Day Holiday, State Offices closed

Oct 19-23 Debbie on vacation with limited remote access

Nov 3: Election Day Holiday, State Offices closed

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

Dec 9: VSWCB Meeting, Hotel Roanoke, Roanoke

Dec 24-25: Christmas Holiday, State Offices closed

2027 VSWCB Meeting schedule:

Thursday, March 25, 2027

Tuesday, April 20, 2027

Thursday, May 27, 2027

CDC Report sent to districts 10/5/2026

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 has nothing to report for the month of October.



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MINUTES

The September 10, 2026, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Randy Buckley
Cynthia Fairbanks
Mark Huddleston
Kermit Gaither
Jenna Wiles

Guests, Associate Directors, & Cooperating Agency Representatives

in Attendance:

Stephanie Shillingburg
Ed Pendleton
Debbie Cross, CDC/DCR
Matt Kowalski, CBF

LFSWCD Staff Members

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

Absent Directors:

Emma Bricker
Paul Burkholder
Reid Hoak

Absent Staff:

Becky Leland
Allyson Ponn

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:02 am.

- Introduction of Guest; Matt Kowalski with the Chesapeake bay Foundation



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MOTION: Board approval of the August 13, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Kermit Gaither, seconded by Cynthia Fairbanks. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- Gave an update on the Shenandoah County B.O.S. briefing.

Treasurer & Finance Report: Stephanie Shillingburg

- The Finance Committee met at 9:30am September 10, 2026.
 - The committee approved Suggested FY27 Dedicated Reserve Transfers to move forward to the Board for final approval.
 - A review of the LFSWCD Purchasing Policy and the Desktop Procedures for District Operations was completed by the committee.

MOTION: Board approval of FY27 Dedicated Reserve Transfers, as presented during the Board of Directors meeting. Motion made by Mary Gessner, seconded by James Fagan. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

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

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed written report.
- Requested Directors and staff to please let her know if they plan to attend the Annual Meeting in Roanoke in December so she can reserve rooms.



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Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- As Allyson was absent from the meeting due to an Education event Dana gave a review of her report.
 - Contractor training event, September 24th, from 5pm – 8pm at Woodbine Pavilion.
- Dry well discussion.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted that he received his Nutrient Plan Manager renewal (2-year).
- Lots of new interest & old participant comebacks.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Cross Training with Becky on VACS and CAS.
- Multiple As-builts & Payouts.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Highlighted Employee Association training at Graves Mountain.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Cross training with Becky on ARC GIS program.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Cross training with Becky on VCAP.
- Hopeful to obtain Conservation Planner Certification by end of year.

Program Support Specialist, Becky Leland:

- Absent from meeting.

Education and Conservation Specialist, Allyson Ponn:

- Absent from meeting.

Committee Updates:

Conservation Technical - Mary Gessner

- Mary reviewed the CTC minutes for necessary motions.
 - Motions are as follows:

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0023 WP-4SF

CP-NRCS	13-27-0023	771415	Shenandoah	Seasonal Feeding Facility with WP-4SF	High	111	21.98	Y	\$	131,813.80
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-27-0016 SL-6W										
CP-13-27-0012	13-27-0016	763342	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	97	9.68	Y	\$ 133,165.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0020 WP-4										
CP-13-27-0014	13-27-0020	771134	Shenandoah	Animal waste control facilities	WP-4	High	66	10.49	Y	\$ 54,709.88

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0017 SL-7										
CP-13-27-0013	13-27-0017	767748	Shenandoah	Extension of Watering Systems	SL-7	Medium	98	30.56	N	\$ 27,896.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-27-0019 SL-6W and SL-7

CP-13-27-0011	13-27-0019	765629	Warren	Stream Exclusion with Wide Wid	SL-6W	Low	91	28.98	Y	\$	23,840.00
CP-13-27-0011	13-27-0019	765637	Warren	Extension of Watering Systems	SL-7	Low	89	48.22	N	\$	10,401.60

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0022 FR-3

CP-13-25-0054	13-27-0022	771410	Frederick	Riparian Forested Buffer	FR-3	Low	86		Y	\$	11,485.05
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion: The Board grants delegated authority to the Board Chair to act on items needed for contract: 13-21-0022 SL-1; failure due to unknown cause. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		



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

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion: to recommend board approval of the following tax credits, as presented during the 9/10/2026 Board meeting.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-26-0004	13-26-0007	662866	Clarke/Stream Exclusion w/ Wide Buffe	SL-6W	\$ 516.25
CP-13-26-0004	13-26-0007	662871	Clarke/Extension of a watering system	SL-7	\$ 5,524.96
CP-13-23-0015	13-26-0011	669114	Clarke/Long Term Vegetative Cover of	SL-1	\$ 648.78

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion: The Board ratifies Board Chair signature by delegated authority to approve contract: 13-19-0012, instance: 306511; EAN. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Dam Safety & Conservation Easements - Jim Fagan

- Self-Inspection of Dams to take place late October. Will share date once confirmed.
- Still waiting on updated monitoring equipment. Hopeful to have installed this Fall.



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Education & Information – Joan Comanor

MOTION: to Accept the August 13, 2026, Information & Education Committee Minutes (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion: The Board grants delegated authority to the Board Chair for approval of Farm and Partner award nominations for the LFSWCD Annual Awards Luncheon. Motion made by Kermit Gaither, seconded by Cynthia Fairbanks. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Motion: The Board approves the Clean Water Farm Award nominations of Audley Farms and Jeff Gochenour for submission to DCR. With Audley Farm as the Basin Award nominee. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder 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	X			*Paul Burkholder			
*Emma Bricker				*Reid Hoak			
Mark Huddleston	X			Kermit Gaither	X		
Cynthia Fairbanks	X			Jenna Wiles	X		

Legislative – Paul Burkholder

- Absent from meeting.

Personnel – Joan Comanor

- The Personnel Committee is meeting immediately after the Board meeting (9/10/2026) in the office conference room.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Was unable to attend the August meeting.



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Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Next meeting is October 21st.

Shenandoah Pure Water Forum – Olivia Donachie

- Olivia has spoken with SPWF and is on the list as our representative and will be notified of the next meeting. As there are some Board changes the next meeting is tentatively set for November.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Not in attendance.

Virginia Department of Conservation & Recreation: Debbie Cross

- Reviewed her written report highlighting due dates and other necessary items.
 - Elected Directors are required to take FOIA training and COIA training every 2 years. Sarah will send out an updated chart to let directors know when they last took these trainings. FOIA training webinar dates can be found in Debbie's report.

Virginia Cooperative Extension: Cynthia Fairbanks

- Gave an update of VCE happenings.
- Pesticide/PFAS testing discussion.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Gave an update of CBF happenings and available project assistance.
 - Highlighting rotational grazing kits.
- JLARC study is out.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other: n/a

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Jim Fagan, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder and, Reid Hoak were absent at the time of vote.*

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				*Paul Burkholder			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

The meeting adjourned at approximately 11:34 PM.

Respectfully submitted,

Sarah Fleming

Board Secretary

Approved by the Board through motion on:

LFSWCD Finance Committee Meeting Minutes

The Finance Committee met on Thursday September 10, 2026, at 9:30am in the LFSWCD office conference room, located at 722 E. Queen Street, Strasburg, VA.

Committee members in attendance were Stephanie Shillingburg (committee chair), Joan Comanor and James Fagan. Staff Advisory member in attendance: Sarah Fleming.

First Item of attention was the review of the suggested FY27 Dedicated Reserve Transfers. This information was presented by Sarah Fleming. She reviewed the categories in which funds were being transferred and answered questions pertaining to such.

Motion: the Finance Committee approves to forward the Suggested FY27 Dedicated Reserve Transfers to the Board for final approval. Motion made by Joan Comanor, seconded by James Fagan. Motion approved unanimously.

Second item of attention was the review of policies. Committee members verified review of the following documents with no suggested edits:

- LFSWCD Purchasing policy
- Virginia Department of Conservation & Recreation Desktop Procedures for District Operations

With no other business to perform. The meeting was called to an end.

Motion: Request to Adjourn. Motion made by Joan Comanor, seconded by James Fagan. Motion approved unanimously.

The Finance Committee meeting adjourned at 9:43 am.

Respectfully submitted by:



Sarah Fleming

on behalf of Stephanie Shillingburg, Committee Chair

FY27 Transfers to Dedicated Reserves

Suggested Reserve Transfers

Account Name (Fund Transfers Out)	Balance as of 6/30/2026			Balance After Suggested Transfers
FY 26 VNRCF TA (restricted)		\$ 557,208.21		\$ 209,608.21
transfer to Tech Staff Salary Res		\$ (347,600.00)		
DCR Operating Funds		\$ 627,095.19		\$ 376,855.81
transfer to Admin Sec Salary Res		\$ (95,000.00)		
transfer to Office Rent/Utilities		\$ (50,000.00)		
transfer to Computer Replacement Res		\$ (5,000.00)		
transfer to Vehicle Reserve		\$ (65,000.00)		
transfer to Education Spec Sal Res		\$ (25,000.00)		
transfer to Accrued Leave Obligated (State)		\$ (10,239.38)		
Interest		\$ 170,316.46		\$ 80,316.46
transfer to Education Spec Sal Res		\$ (50,000.00)		
transfer to Vehicle Res		\$ (25,000.00)		
transfer to Office Rent/Utility Res		\$ (15,000.00)		
VCAP TA		\$ 2,400.00		\$ -
transfer to Tech Staff Salary Res		\$ (2,400.00)		
DAM Safety		\$ 5,997.29		\$ 22.29
transfer to DAM Safety Reserve		\$ (5,975.00)		
Sales/Service		\$ 2,063.70		\$ -
transfer to Accrued Leave Obligated (State)		\$ (2,063.70)		
Other Income- Refund/Donations		\$ 4,696.92		\$ -
transfer to Accrued Leave Obligated (State)		\$ (4,696.92)		
EOL Varifaction Earnings		\$ 53,418.42		\$ 53,418.42
leave to use as needed				
Local Gov't Funds		\$ 80,656.50		\$ 60,656.50
leave in part to use as needed Ed Spec salary support		\$ (20,000.00)		
Salary Inflation Reserve (State)		\$ 55,000.00		\$ 55,000.00
Total Transfer of Funds		\$ (722,975.00)		

FY27 Transfers to Dedicated Reserves

Suggested Reserve Transfers

Reserve Account Name (Fund Transfers In)	Beginning Balance as of 6/30/2026			Balance After Suggested Transfers
Tech Staff Salary Reserve (State)		\$ 1,075,000.00		\$ 1,425,000.00
transfer from FY26 VNRCF TA		\$ 347,600.00		
transfer from VACP TA		\$ 2,400.00		
Admin Sec Salary Reserve		\$ 180,000.00		\$ 275,000.00
transfer from DCR Operating Funds		\$ 95,000.00		
Educational Spec Salary Reserve		\$ 180,000.00		\$ 275,000.00
transfer from Interest		\$ 50,000.00		
transfer from DCR Operating Funds		\$ 25,000.00		
transfer from local Gov't Funds		\$ 20,000.00		
Vehicle Reserve		\$ 85,000.00		\$ 175,000.00
transfer from Interest		\$ 25,000.00		
transfer from DCR Operating Funds		\$ 65,000.00		
Office Rent/Utility Reserve		\$ 180,000.00		\$ 245,000.00
transfer from Interest		\$ 15,000.00		
transfer from DCR Operating Funds		\$ 50,000.00		
Computer Replacement Reserve		\$ 55,000.00		\$ 60,000.00
transfer from DCR Operating Funds		\$ 5,000.00		
DAM Safety Reserve		\$ 75,000.00		\$ 80,975.00
transfer from DAM Safety		\$ 5,975.00		
Unemployment Obligated (State)		\$ 25,000.00		\$ 25,000.00
Accrued Leave Obligated (State)		\$ 50,000.00		\$ 67,000.00
transfer from DCR Operating Funds		\$ 10,239.38		
transfer from Sales/Service		\$ 2,063.70		
transfer from Other Income: Refunds/Donations		\$ 4,696.92		
Salary Inflation Reserve (State)		\$ 55,000.00		\$ 55,000.00
Transfers		\$ 722,975.00		
Reserve Totals:	FY26	\$ 1,960,000.00	FY27	\$ 2,682,975.00

FY27 Attendance Log

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

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.

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

	Jul - Sep 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	31,938.36	36,000.00	88.7%
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	286,057.25	478,889.00	59.7%
Total Income	674,418.03	1,037,889.00	65.0%
Gross Profit	674,418.03	1,037,889.00	65.0%
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	231.00	3,000.00	7.7%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	1,962.69	15,000.00	13.1%
Dues			
Nat. Assoc. of Cons. Districts	0.00	0.00	0.0%
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	3,592.00	5,500.00	65.3%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon			
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)	105.00	1,000.00	10.5%
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 September 2026

	Jul - Sep 26	Budget	% of Budget
Total Scholarships	0.00	2,500.00	0.0%
Total Ed & Info / Public Outreach	164.96	5,300.00	3.1%
Insurance	0.00	2,000.00	0.0%
Office Expenses			
Bank Fees/Serv Charge	0.00	0.00	0.0%
IT Services & Support / Web	2,882.23	10,000.00	28.8%
Office Equipment	1,543.90	10,000.00	15.4%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	1,632.00	5,000.00	32.6%
Office Supplies	1,897.57	5,500.00	34.5%
Postage	200.00	1,250.00	16.0%
Telephone/Internet	1,166.51	6,500.00	17.9%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	9,322.21	52,750.00	17.7%
Personnel/Staff Expenses			
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	153.37	2,400.00	6.4%
Staff Mileage/Training	1,589.30	7,500.00	21.2%
Staff Salaries & Benefits	0.00	884,000.00	0.0%
Total Personnel/Staff Expenses	1,742.67	897,500.00	0.2%
Vehicle Gas & Service	1,073.62	7,000.00	15.3%
Total District Regular Expenses	17,858.15	985,050.00	1.8%
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	24,388.73	996,050.00	2.4%
Net Ordinary Income	650,029.30	41,839.00	1,553.6%
Net Income	650,029.30	41,839.00	1,553.6%

10/02/26
Cash Basis

Lord Fairfax Soil and Water Conservation District
Fund Balances
As of September 30, 2026

	Sep 30, 26
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	64,936.30
Computer Replacement Reserve	60,000.00
Salary Inflation Res.(State)	52,936.30
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	2,678,847.60
Operations	
DCR Operating Funds	544,433.82
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
Sales/Services	4,127.40
Interest	112,254.82
Local Gov't Funds	123,006.50
Total Operations	854,277.13
Restricted Funds	
VNRCF TA	
FY 27 VNRCF TA	378,211.82
FY 26 VNRCF TA	209,334.51
Total VNRCF TA	587,546.33
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	918,456.93
2026 CB VACS	4,781,749.09
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	10,478,826.77
Total Cost Share Funds	10,478,826.77
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

10/02/26

Cash Basis

As of September 30, 2026

	Sep 30, 26
Grants	
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	11,068,932.04
TOTAL	14,602,056.77

Lord Fairfax Soil and Water Conservation District

Reconciliation Detail

First Bank, Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,960,874.60
Cleared Transactions						
Checks and Payments - 9 items						
Check	09/02/2026	5701	Opequon Presbyteri...	X	-6,299.58	-6,299.58
Check	09/02/2026	5708	Card Services	X	-2,541.22	-8,840.80
Check	09/02/2026	5705	Virginia Business Sy...	X	-924.98	-9,765.78
Check	09/02/2026	5703	Queen Street Diner	X	-302.40	-10,068.18
Check	09/02/2026	5707	Shentel	X	-203.79	-10,271.97
Check	09/02/2026	5704	Sarah R. Fleming	X	-191.52	-10,463.49
Check	09/02/2026	5706	VASWCD	X	-20.00	-10,483.49
Check	09/10/2026	5710	Virginia Business Sy...	X	-593.00	-11,076.49
Check	09/10/2026	5709	Max Real Group, LLC	X	-408.00	-11,484.49
Total Checks and Payments					-11,484.49	-11,484.49
Deposits and Credits - 3 items						
Deposit	09/02/2026			X	24.81	24.81
Deposit	09/27/2026			X	109,045.82	109,070.63
Deposit	09/30/2026			X	11,331.17	120,401.80
Total Deposits and Credits					120,401.80	120,401.80
Total Cleared Transactions					108,917.31	108,917.31
Cleared Balance					108,917.31	4,069,791.91
Uncleared Transactions						
Checks and Payments - 12 items						
Check	09/02/2026	5702	Stephanie Shillingburg		-82.08	-82.08
Check	09/16/2026	5715	Virginia Business Sy...		-337.38	-419.46
Check	09/16/2026	5716	Queen Street Diner		-257.60	-677.06
Check	09/16/2026	5714	Purchase Power		-200.00	-877.06
Check	09/16/2026	5711	Wakeman's Grove ...		-156.00	-1,033.06
Check	09/16/2026	5717	Woodbine Farm Mar...		-105.00	-1,138.06
Check	09/16/2026	5713	Stephanie Shillingburg		-27.36	-1,165.42
Check	09/27/2026	5721	Queen Street Diner		-725.00	-1,890.42
Check	09/27/2026	5722	Max Real Group, LLC		-408.00	-2,298.42
Check	09/27/2026	5719	Shentel		-206.84	-2,505.26
Check	09/27/2026	5718	Joan M. Comanor		-98.80	-2,604.06
Check	09/27/2026	5720	Stephen Nickolas Li...		-15.00	-2,619.06
Total Checks and Payments					-2,619.06	-2,619.06
Total Uncleared Transactions					-2,619.06	-2,619.06
Register Balance as of 09/30/2026					106,298.25	4,067,172.85
New Transactions						
Checks and Payments - 1 item						
Check	10/01/2026	5723	Allyson Ponn		-56.18	-56.18
Total Checks and Payments					-56.18	-56.18
Total New Transactions					-56.18	-56.18
Ending Balance					106,242.07	4,067,116.67

10:49 AM

10/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 09/30/2026

	<u>Sep 30, 26</u>
Beginning Balance	3,960,874.60
Cleared Transactions	
Checks and Payments - 9 items	-11,484.49
Deposits and Credits - 3 items	120,401.80
	<u>108,917.31</u>
Total Cleared Transactions	<u>108,917.31</u>
Cleared Balance	<u>4,069,791.91</u>
Uncleared Transactions	
Checks and Payments - 12 items	-2,619.06
	<u>-2,619.06</u>
Total Uncleared Transactions	<u>-2,619.06</u>
Register Balance as of 09/30/2026	<u>4,067,172.85</u>
New Transactions	
Checks and Payments - 1 item	-56.18
	<u>-56.18</u>
Total New Transactions	<u>-56.18</u>
Ending Balance	<u>4,067,116.67</u>

10:59 AM

10/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 09/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,810,229.45
Cleared Transactions						
Checks and Payments - 3 items						
Check	08/26/2026	4147	Benedict J. O'Brien	X	-44,772.38	-44,772.38
Check	09/08/2026	4149	David R. Eisele	X	-125,435.26	-170,207.64
Check	09/10/2026	4150	Paul J Almeter	X	-12,465.37	-182,673.01
Total Checks and Payments					-182,673.01	-182,673.01
Deposits and Credits - 2 items						
Deposit	09/27/2026			X	908,715.20	908,715.20
Deposit	09/30/2026			X	28,324.78	937,039.98
Total Deposits and Credits					937,039.98	937,039.98
Total Cleared Transactions					754,366.97	754,366.97
Cleared Balance					754,366.97	10,564,596.42
Uncleared Transactions						
Checks and Payments - 2 items						
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-1,125.00
Check	09/30/2026	4151	Audley Farm		-28,587.50	-29,712.50
Total Checks and Payments					-29,712.50	-29,712.50
Total Uncleared Transactions					-29,712.50	-29,712.50
Register Balance as of 09/30/2026					724,654.47	10,534,883.92
Ending Balance					724,654.47	10,534,883.92

10:58 AM

10/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 09/30/2026

	<u>Sep 30, 26</u>
Beginning Balance	9,810,229.45
Cleared Transactions	
Checks and Payments - 3 items	-182,673.01
Deposits and Credits - 2 items	937,039.98
Total Cleared Transactions	<u>754,366.97</u>
Cleared Balance	<u>10,564,596.42</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-29,712.50</u>
Total Uncleared Transactions	<u>-29,712.50</u>
Register Balance as of 09/30/2026	<u>10,534,883.92</u>
Ending Balance	10,534,883.92

10.1.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present:	R. Buckley (acting in place of M. Gessner)	Call to Order: 9:58 AM Motion by: RB	Board Approved: Signature Date	
Members Present:	C. Fairbanks, E. Pendelton, B. Clark, J. Wiles, C. French			
Members Absent:	M. Gessner, J. Mackay-Smith			
Others Present:	D. Gochenour, M. Coffey, N. Livesay, B. Leland, O. Donachie, B. Loyd			
		Adjourn: 11:40 AM Motion by:		

Fund Source:	Total funds available after 9/10/2026 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 9/22/2026	Obligated - Paid as of 9/22/2026	Obligated as of 9/22/2026	Total Allocation from DCR
2027 CB VACS	\$ 7,786,744.90	\$ 31,534.82	\$ (54,040.80)	\$ 7,764,238.92	\$ 835,185.45	\$ 6,929,053.47	\$ 9,127,306.25	\$ 1,309,026.53	\$ 1,309,026.53	\$ 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)				
*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.							Total Obligated for 2026 CB VACS	\$ 1,309,026.53		
							Percent Obligated for 2026 CB VACS	14.44%		

Discussion:	Review Cancellations/Underbudgets; Tax Credit Approvals; New Project Approvals; Dry Well Policy Discussion - Scott Eaton shared about the Fracture Trace Analysis process that uses Lidar to create a bare Earth image showing the fracture lines. Historically this was roughly a 90% sucess rate, but drought has reduced the sucess rate (fractures are there, but no water in the fractures. This is roughly a \$700 cost. The next level is to do Electrical Resistivity testing which uses voltage to determine conductive targets. This is much more accurate since it is sensing water, but costs roughly \$4,000. Staff shared about some of the recent well drilling issues and challenges with how to advise landowners when issues occur. The committee discussed the benefits of when to utilize the FTA vs ER technology and what funds could be utilized this year to pilot the ER for certain projects.

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

Tax Credits (All Program Years)											
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-26-0007	13-26-0010	668755	Shenandoah/Extension of Watering System	SL-7	\$ 2,921.74			X	Complete-not paid	BL	
CP-13-26-0007	13-26-0010	666610	ndoah/Afforestation of Crop, Hay and Pasutr	FR-1	\$ 1,505.33			X	Complete-not paid	BL	
CP-13-26-0007	13-26-0010	735318	ndoah/Afforestation of Crop, Hay and Pasutr	FR-1	\$ 1,306.10			X	Carryover	BL	
Total Tax Credits presented for approval:					\$ 5,733.17						
Total Tax Credits Approved:					\$ 5,733.17						

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	13-19-0012	306511	Clarke	Stream Exclusion w/ Grazing	SL-6					\$ 54,040.80			Y	Approved	MC	Failure Due to Unknown Cause (well failure) - approved at 9/10/26 board mtg
CP-Manual	13-21-0022	415132	Frederick	Long Term Vegetative Cover	SL-1					\$ 9,075.00			Y	Unapproved	NL	Failure Due to Unknown Cause (hay planting failure) - approved by DCR
CP-Manual	13-21-0022	421798	Frederick	Long Term Vegetative Cover	SL-1					\$ 22,275.00			Y	Unapproved	NL	Failure Due to Unknown Cause (hay planting failure) - approved by DCR
CP-13-27-0017	13-27-0035	791764	Shenandoah	Stream Exclusion with Wide V	SL-6W	High	93	25.67	Y	\$ 143,450.63			X	Unapproved	OD	
CP-13-23-0027	13-27-0028	781332	Shenandoah	Long Term Vegetative Cover	SL-1	High	78	28.90	N	\$ 4,392.50			X	Unapproved	DG	
CP-13-23-0027	13-27-0028	781286	Shenandoah	Long Term Vegetative Cover	SL-1	High	73	29.09	N	\$ 6,807.50			X	Unapproved	DG	
CP-NRCS	13-27-0030	784620	Shenandoah	Stream Exclusion with Wide V	SL-6W	Medium	129	12.64	Y	\$ 103,020.40	X			Unapproved	BL	piggyback - Variance Bundle Request #1
N/A	13-27-0021	771190	Shenandoah	Stream Exclusion with Wide V	CCI-SL-6W	Medium	128	29.00	N	\$ 13,405.00			X	Unapproved	DG	
CP-NRCS	13-27-0030	784505	Shenandoah	Seasonal Feeding Facility wit	WP-4SF	Medium	128	29.75	Y	\$ 298,274.68	X			Unapproved	BL	piggyback - Variance Bundle Request #1
CP-13-25-0006	13-27-0033	790469	Clarke	Extension of Watering System	SL-7	Medium	126	28.39	N	\$ 19,624.00			X	Unapproved	DG	
N/A	13-27-0025	779988	Shenandoah	Animal Waste Control Faciliti	CCI-WP-4	Medium	116	41.50	N	\$ 10,825.00			X	Unapproved	DG	
CP-13-25-0006	13-27-0033	789539	Clarke	Stream Exclusion with Wide V	SL-6W	Medium	114	12.43	Y	\$ 127,182.00			X	Unapproved	DG	
N/A	13-27-0025	779994	Shenandoah	Animal Waste Control Faciliti	CCI-WP-4	Medium	108	41.50	N	\$ 6,560.00			X	Unapproved	DG	
N/A	13-27-0025	779995	Shenandoah	Composter Facilities - Mainte	CCI-WP-4C	Medium	104	37.42	N	\$ 1,000.00			X	Unapproved	DG	
N/A	13-27-0025	781075	Shenandoah	Animal Waste Control Faciliti	CCI-WP-4	Medium	104	41.50	N	\$ 8,348.00			X	Unapproved	DG	
CP-13-25-0056	13-27-0027	781064	Shenandoah	Seasonal Feeding Facility wit	WP-4SF	Medium	101	23.61	Y	\$ 311,256.00	X			Unapproved	BL	Variance Bundle Request #2
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
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
CP-NRCS	13-27-0005	793049	Shenandoah	Animal waste control facility fr	WP-4LC	Low	125	31.45	Y	\$ 38,760.96			X	Unapproved	NL	piggyback
CP-13-24-0018	13-27-0034	789540	Warren	Prescribed Grazing Land Man	SL-10	Low	118	36.22	N	\$ 22,500.00			X	Unapproved	NL	
CP-NRCS	13-27-0005	793047	Shenandoah	Loafing Lot Management Syst	WP-4LL	Low	111	24.41	Y	\$ 111,945.76			X	Unapproved	NL	piggyback
CP-13-27-0016	13-27-0029	788233	Clarke	Stream Exclusion with Wide V	SL-6W	Low	95	20.88	Y	\$ 129,708.50			X	Unapproved	OD	piggyback
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
CP-13-27-0015	13-27-0026	780769	Frederick	Extension of Watering System	SL-7	Low	91	38.09	N	\$ 10,841.60			X	Unapproved	BL	
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
CP-13-27-0015	13-27-0026	780724	Frederick	Stream Exclusion with Wide V	SL-6W	Low	84	22.31	Y	\$ 179,834.00			X	Unapproved	BL	
Total 2027 CB VACS Contracts Awaiting Variance Review:										\$	1,527,942.33					
Total 2027 CB VACS Contracts Presented for Approval:										\$	2,448,518.58					
Total 2027 CB VACS Funds Approved:										\$	835,185.45					

VCAP

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

10.1.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present:
Members Present:
Members Absent:
Others Present:

Call to Order:Motion by:

Adjourn:Motion by:

Fund Source:	Total funds available after 9/10/2026 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 9/22/2026	Obligated - Paid as of 9/22/2026
2022 CB VACS	\$ -			\$ -	\$ -	\$ -		
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -		
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			\$ 922.11	\$ -	\$ 922.11	\$ 2,747,095.81	\$ 2,746,173.70
2026 CB VACS	\$ 25,295.74		\$ 75,440.35	\$ 100,736.09	\$ 10,517.57	\$ 90,218.52	\$ 4,772,910.95	\$ 4,712,052.64

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
13-26-0007	662866	2026 CB VACS	SL-6W	\$ 27,526.10	\$ 516.25	Complete	MC	underbudget
13-26-0007	662871	2026 CB VACS	SL-7	\$ 3,887.84	\$ 5,524.96	Complete	MC	underbudget
13-26-0011	669114	2026 CB VACS	SL-1	\$ 4,148.63	\$ 648.78	Complete	AP	underbudget
13-26-0010	668755	2026 CB VACS	SL-7	\$ 18,009.13	\$ 2,921.74	Complete-Not Paid	BL	underbudget
13-26-0010	666610	2026 CB VACS	FR-1	\$ 21,868.65	\$ 1,505.33	Complete-Not Paid	BL	underbudget
Total of Cancellations and Underbudgets:					\$	75,440.35		

2022 CB VACS Fund

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

2023 CB VACS Transfer Fund (2022)

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

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
13-26-0010	735318	Shenandoah	Afforestation of Crop, H	FR-1	High	109	31.01	N	\$ 10,517.57			X	Carryover	BL	increase
Total 2026 CB VACS Contracts presented for approval:									\$	10,517.57					
Total 2026 CB VACS Funds Approved:									\$	10,517.57					

10.1.2026 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend the board approve all tax credits as presented for contract 13-26-0010										Made By: BC, C. French	
	CP-13-26-0007	13-26-0010	668755	Shenandoah/Extension of Watering System	SL-7					\$	2,921.74	Vote #
	CP-13-26-0007	13-26-0010	666610	Shenandoah/Afforestation of Crop, Hay and	FR-1					\$	1,505.33	Yay 6
	CP-13-26-0007	13-26-0010	735318	Shenandoah/Afforestation of Crop, Hay and	FR-1					\$	1,306.10	Nays 0
												Abstains 0
Abstentions:												Motion Passes

Motion 2:	Motion to recommend the board approve cost share for failure due to unknown cause (hay planting) contract 13-21-0022										Made By: BC, EP	
	CP-Manual	13-21-0022	415132	Frederick	Long Term Vegetative Cover on	SL-1				\$	9,075.00	Vote #
	CP-Manual	13-21-0022	421798	Frederick	Long Term Vegetative Cover on	SL-1				\$	22,275.00	Yay 6
												Nays 0
												Abstains 0
Abstentions:												Motion Passes

Motion 3:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0035										Made By: JW, C. Fairbanks			
	CP-13-27-0017	13-27-0035	791764	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	93	25.67	Y	\$	143,450.63	Vote	#
													Yay	6
													Nays	0
													Abstains	0
	Abstentions:												Motion Passes	

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0028											Made By: C. French, JW		
	CP-13-23-0027	13-27-0028	781332	Shenandoah	Long Term Vegetative Cover on	SL-1	High	78	28.90	N	\$	4,392.50	Vote	#
	CP-13-23-0027	13-27-0028	781286	Shenandoah	Long Term Vegetative Cover on	SL-1	High	73	29.09	N	\$	6,807.50	Yay	6
													Nays	0
													Abstains	0
	Abstentions:													Motion Passes

Motion 5:	Motion to recommend the board send contract 13-27-0030 to the DCR Variance Committee for review										Made By: C. French, JW			
	CP-NRCS	13-27-0030	784620	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	Medium	129	12.64	Y	\$	103,020.40	Vote	#
	CP-NRCS	13-27-0030	784505	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	128	29.75	Y	\$	298,274.68	Yay	5
													Nays	1
													Abstains	0
	Abstentions:												Motion Passes	

Motion 6:	Motion to recommend the board approve cost share for contract 13-27-0021											Made By: EP, C. Fairbanks		
	N/A	13-27-0021	771190	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	Medium	128	29.00	N	\$	13,405.00	Vote	#
													Yay	6
													Nays	0
													Abstains	0
	Abstentions:													Motion Passes

Motion 7:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0033											Made By: BC, C. French		
	CP-13-25-0006	13-27-0033	790469	Clarke	Extension of Watering Systems	SL-7	Medium	126	28.39	N	\$	19,624.00	Vote	#
	CP-13-25-0006	13-27-0033	789539	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	114	12.43	Y	\$	127,182.00	Yay	6
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 8:	Motion to recommend the board approve cost share for contract 13-27-0025											Made By: BC, EP		
	N/A	13-27-0025	779988	Shenandoah	Animal Waste Control Facilities -	CCI-WP-4	Medium	116	41.50	N	\$	10,825.00	Vote	#
	N/A	13-27-0025	779994	Shenandoah	Animal Waste Control Facilities -	CCI-WP-4	Medium	108	41.50	N	\$	6,560.00	Yay	6
	N/A	13-27-0025	779995	Shenandoah	Composter Facilities - Maintenar	CCI-WP-4C	Medium	104	37.42	N	\$	1,000.00	Nays	0
	N/A	13-27-0025	781075	Shenandoah	Animal Waste Control Facilities -	CCI-WP-4	Medium	104	41.50	N	\$	8,348.00	Abstains	0
Abstentions:													Motion Passes	
Motion 9:	Motion to recommend the board send contract 13-27-0027 to DCR Variance Committee for review											Made By: C. French, JW		
	CP-13-25-0056	13-27-0027	781064	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	Medium	101	23.61	Y	\$	311,256.00	Vote	#
	CP-13-25-0056	13-27-0027	781235	Shenandoah	Riparian Forested Buffer	FR-3	Medium	93	6.13	Y	\$	62,418.75	Yay	5
													Nays	1
													Abstains	0
Abstentions:													Motion Passes	
Motion 10:	Motion to recommend the board send contract 13-27-0031 and 13-27-0032 to DCR Variance Committee for review											Made By: BC, C. Fairbanks		
	CP-NRCS	13-27-0031	787044	Clarke	Animal waste control facility	WP-4	Low	145	21.62	Y	\$	743,143.50	Vote	#
	N/A	13-27-0032	787087	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	\$	2,436.00	Yay	6
	N/A	13-27-0032	787169	Clarke	Harvestable Cover Crop	SL-8H	Low	92	40.88	N	\$	7,393.00	Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 11:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0005											Made By: C. Fairbanks, C. French		
	CP-NRCS	13-27-0005	793047	Shenandoah	Loafing Lot Management System	WP-4LL	Low	111	24.41	Y	\$	111,945.76	Vote	#
	CP-NRCS	13-27-0005	793049	Shenandoah	Animal waste control facility for c	WP-4LC	Low	125	31.45	Y	\$	38,760.96	Yay	6
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 12:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0034											Made By: BC, C. French		
	CP-13-24-0018	13-27-0034	789540	Warren	Prescribed Grazing Land Manag	SL-10	Low	118	36.22	N	\$	22,500.00	Vote	#
													Yay	6
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	
Motion 13: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0029													Made By: JW, C. French	

	CP-13-27-0016	13-27-0029	788233	Clarke	Stream Exclusion with Wide Wid	SL-6W	Low	95	20.88	Y	\$	129,708.50	Vote	#	
													Yay	6	
													Nays	0	
													Abstains	0	
Abstentions:													Motion Passes		
Motion 14: Motion to recommend the board approve conservation plan and cost share for contract 13-27-0026															
	CP-13-27-0015	13-27-0026	780769	Frederick	Extension of Watering Systems	SL-7	Low	91	38.09	N	\$	10,841.60	Vote	#	
	CP-13-27-0015	13-27-0026	780724	Frederick	Stream Exclusion with Wide Wid	SL-6W	Low	84	22.31	Y	\$	179,834.00	Yay	6	
													Nays	0	
													Abstains	0	
Abstentions:													Motion Passes		
Motion 15: Motion to recommend the board approve cost share increase for contract 13-26-0010															
		13-26-0010	735318	Shenandoah	Afforestation of Crop, Hay and	FR-1	High	109	31.01	N	\$	10,517.57	Vote	#	
													Yay	6	
													Nays	0	
													Abstains	0	
Abstentions:													Motion Passes		
Motion 16: Motion to recommend the board approve utilizing non-cost share miscellaneous funds up to \$20,000 to pilot the use of Electrical Resistivity technology in our district for PY 27															
FOR THE BOARD MEETING													Vote	#	
													Yay		
													Nays		
	Abstentions:												Abstains		
														Motion Passes	
Motion 17: Motion to recommend the board approve the remainder of the CTC minutes as presented.															
FOR THE BOARD MEETING													Vote	#	
													Yay		
													Nays		
	Abstentions:												Abstains		
														Motion Passes	
Motion 18:															
													Vote	#	
														Yay	
														Nays	
	Abstentions:												Abstains		
														Motion Passes	
Motion 19: Motion to recommend the board															
													Vote	#	
														Yay	
														Nays	

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									