

Board of Directors, Board Packet 12/11/2025



Table of Contents

Agenda & Grant Deliverables	page 2 - 3
Agenda Reports	pages 4 - 12
Meeting Minutes <i>(please review for Board approval/acceptance)</i>	
Board Minutes	pages 13 - 20
Committee Minutes	n/a
Attendance Record	pages 21 - 22
Committee Meeting Log	page 23
Committee List and Members	page 24

Attachments:

Treasurer / Finance

- *Monthly Financial Reports (please review for Board approval/acceptance)* pages 25 - 32

CTC

- *Minutes & Motions* pages n/a
The CTC will meet prior to the Board meeting on 12/11/2025 @ 8:30am in the Community Center Room. CTC Motions will be presented/reviewed during the Board meeting.

Misc/Other.



Lord Fairfax Soil and Water Conservation District

**Meeting Agenda
December 11, 2025**

To join meeting contact 540-465-2424, ext. 5

*Vision: Productive Soil and Water for the benefit and enjoyment of the people.
Mission: To conserve, protect, and enhance the quality of our region's soil and water.*

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

10:15 1. APPROVE MINUTES OF THE PREVIOUS MONTHS MEETING(S)

10:20 2. CHAIR REPORT – Joan Comanor

**10:25 3. TREASURER & FINANCE REPORT - Stephanie Shillingburg, Board Treasurer
- Monthly Motion to Accept and File the Treasurer's Report/Documents for Audit**

10:35 4. SECRETARY REPORT – Sarah Fleming; Administrative Manager

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

Staff:

**Conservation Programs Manager – Dana Gochenour
Senior Conservation Specialist – Nick Livesay
Senior Conservation Specialist – Madison Coffey
Conservation Specialist – Ben Loyd
Conservation Specialist – Brett Ramer
Conservation Specialist – Olivia Donachie
Program Support Specialist – Lisa Parks
Education & Conservation Specialist – Allyson Ponn**

Committees:

**Conservation Technical – Mary Gessner
Dam Safety & Conservation Easements - Jim Fagan
Education & Information – Joan Comanor
Legislative – Paul Burkholder
Personnel – Joan Comanor
Operations – Justin Mackay-Smith**

Local Agency Updates:

**Northern Shenandoah Valley Regional Commission – Mary Gessner
Shenandoah County Water Resources Advisory Committee – Joan Comanor
Shenandoah Pure Water Forum – Jack Owens**

11:10 6. COOPERATING AGENCY REPORTS (Additions to written report)

**NRCS, Natural Resource Conservation - Brent Barriteau
DCR, Conservation District Coordinator - Debbie Cross
VA. Cooperative Extension Representative – Bobby Clark
VA. Department of Forestry Representative - Matt Wolanski
Chesapeake Bay Foundation - Matt Kowalski
VA. Dept. of Environmental Quality Representative – Sara Jordan**

7. OTHER BUSINESS

8. ADJOURN

FY25 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** __ Allyson Ponn_12/12/2024_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_12/12/2024_ (re-appoint at election of Officers)
- **FY 25 (2024-25) Annual Report:**
Date Presented: __ 9/2/2025 __

OPERATIONS COMMITTEE RESPONSIBILITIES

- **Annual Plan of Work (2025-2026):**
Board approval: __ 5/8/2025 __
One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.
- Review Date: _____
- **Strategic Plan (July 1, 2022- June 30, 2026).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: __ June 6, 2022 __
- Reviewed (FY 26): _____

FINANCE COMMITTEE RESPONSIBILITIES

- **FY26 (2025-2026) Annual District Budget:** Date Approved: __ June 12, 2025 __
- **Dedicated Reserves:**
Board Approval Date: __ 9/11/2025 __
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: _____
- **Att D:** (submitted every 2 years, next due: July 15, 2027)
Date Submitted: __ 7/3/2025 __

PERSONNEL COMMITTEE RESPONSIBILITIES

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

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

- **Host an Agricultural Community Outreach Event:** (At least 1 event must be held in accordance with the conditions as outlined in Attachment F of the Grant deliverables)
Date(s) of Event(s): __ 11/5/2025 __

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
December 11, 2025
Agenda**

**LFSWCD Chair Report
Joan Comanor**

I will update you on the VASWCD meeting at our Board meeting. This month we have election of officers, confirmation of Board meeting dates, appointment of FOIA Officer and Records Retention Officer to set the stage for Calendar Year 2026.

**Treasurer / Finance Report
Stephanie Shillingburg**

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

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

Items of Interest:

- Our Bi-Annual Audit is scheduled for January 14, 2026.
- We have submitted FY27 Budget Requests to Shenandoah, Frederick, and Warren Counties thus far.
 - Clarke County is due by end of day 1/28/2025.

Monthly Happenings:

- Annual Awards items
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Add meeting minutes and calendar items to the Website. Updated Committee List and Board/Staff Contact Page.

Trainings/Education/Participation:

- 11/3 Verified Accounts w/ SPDA/VA Treasury
- 11/4 -11/25 SHRM Webinars earning CUE’s x15
- 11/13 Monthly Board & Annual Awards Luncheon
- Budget Request Preparation for Shenandoah, Warren, and Frederick Counties
- Audit preparation.

**Conservation Programs Manager
Dana Gochenour**

Training

Promoting BMPs

- Represented LFSWCD at Small Farm Outreach event in Mt. Jackson
- Completed as-built inspection of water system and fence at Audley SL-7 (Clarke Co.)
- Completed as-built inspection of water system, fence, and stream crossing for Bowman Trust SL-6W (Eishelman Run, Shenandoah Co.)

- CCI inspection at Almeter SL-6W (Clarke Co.)
- Worked with staff to compile requested BMP workload analysis data for TJSWCD
- Communication with T. Gano regarding his SL-1 seedings (Frederick Co.)
- Completed payment and folder for Franklin SL-1 (Clarke Co.)
- Completed payment and folder for Marlboro Springs/Smith SL-6W & SL-7 (Frederick Co.)

Staff Relations

- 11/6- Conservation Technical Committee meeting
- 11/13- Board of Directors meeting and Annual Awards Luncheon

Also this month:

Holidays- 11/4, 11/11, 11/26-28

Annual leave- 11/14, 11/18

Senior Conservation Specialist

Nick Livesay

Promoting BMPs

- Visit with potential SL-6W in Frederick County (Dry Run)
- Romero (SL-6W: Mulberry Run, Shen. Co.) stream crossing surveys w. Madison, Brett, Olivia
- Calculations and correspondence for potential WP-2A in Shen. Co. (NFSR)
- Cover Crop assistance in office
- Westbrook (SL-6W: Spring Drainage, Clarke Co.) file completion and payment
- Wankle (SL-7: Clarke County) visit to document excessive rock breaking
- Chambers Family Vineyard (SL-6W: Swover Creek, Shen. Co.) correspondence regarding project completion
- Creation of Variance Packet for potential SL-6W in Shen. Co. (Cedar Spring Branch)
- Visit with four potential SL-6W/SL-7s in Clarke County
- Bushong Holdings (WP-4LL: Shen. Co.) creation and submittal of AWMS Plan
- Trinity Farm (WP-4SF: Shen. Co.) creation and submittal of AWMS Plan
- Sine (SL-6W/SL-7: Narrow Passage, Shen. Co.) fence staking with Madison
- Visit to develop Conservation Plan for landowner easement in Clarke County
- Visit to confirm CCI components for project in Shenandoah County
- Bowman (SL-6W: Eishelman's Run, Shen. Co.) As-built inspection w. Dana, Madison, Olivia
- Correspondence with potential piggyback FR-1 in Clarke County
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Visit at Blue Ridge Shadows (Front Royal) to look at potential projects

Education

- On-Farm BMP Lesson at Eugene Sager's farm in Shenandoah County for MRGS w. Madison

Other Relations

- Shenandoah County Leadership Course – Education Day
- Strasburg Community Garden Clean Up Day
- CTC Meeting 11/6/2025
- Annual Awards Banquet/Board Meeting 11/13/2025

**Conservation Specialist
Madison Coffey**

Training:

- None

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Stream crossing survey on 11/5/2025 with Nick, Brett, and Olivia for Romero (Shen: SL-6W).
- Stream crossing design work for multiple projects with Brett and Olivia.
- Prepped and sent variance packet for potential SL-6W project in Clarke County on 11/13/2025.
- Initial site visit with Olivia on 11/14/2025 for a potential SL-6W visit in Frederick County. Sent follow-up information to review plan and program requirements.
- Initial site visit with Olivia on 11/17/2025 for a potential SL-6W project in Shenandoah County.
- As-built inspection with Olivia on 11/17/2025 for Pangle (Shen: SL-6W).
- Site visit with Olivia, CBF, and DOF on 11/18/2025 to layout the tree planting for an upcoming volunteer tree planting for Good (Shen: FR-3).
- Part 3 signature on 11/18/2025 for Shiflett (Shen: SL-6W).
- Fence staking with Nick on 11/18/2025 for Sine (Shen: SL-6N).
- As-built with Nick and Dana on 11/20/2025 for Audley (Clarke: SL-7).
- Follow-up site visit on 11/24/2025 for Bowman (Shen: SL-6W) to discuss plan modifications and questions prior to construction beginning.
- Follow-up site visit on 11/24/2025 for Dotson to remeasure some fence based on bill discrepancies. Sent follow-up information to contractor.
- CCI Inspection visit with Nick on 11/24/2025 for potential CCI-SL-6W.
- As-built with Nick, Dana, and Olivia on 11/25/2025 for Bowman (Shen: SL-6W).
- Workload Analysis staff meeting with Nick and Dana to complete information requested from neighboring SWCD.

Other Activities:

- Outreach Event – 11/5/2025
- CTC Agenda Prep – 11/5/2025
- CTC Meeting – 11/6/2025
- MRGS Class at Polk's Dairy – 11/12/2025
- Board Meeting and Awards Luncheon– 11/13/2025
- MRGS Class at Sagers – 11/20/2025

**Conservation Specialist
Ben Loyd**

Training:

-

Promoting BMPs:

- Pre-Construction Meeting for approved SL-6W/SL-7 – Clarke County

Other Activities:

- Paternity Leave 11/4-11/28

**Conservation Specialist
Brett Ramer**

- Training
- Promoting BMP's
 - Stream Crossing Survey with Nick, Olivia, and Madison.

- Other Activities
 - CTC Meeting – 11/6/2025
 - Walk-thru how to enter new contract information into Tracking and creating new Conservation Plan w/Madison and Olivia.
 - Do a practice design on one of the stream crossings that we recently surveyed.
 - I added my CEU courses into Tracking that will be counted my conservation planner re-certification.
 - Board Meeting and Annual Awards Luncheon – 11/13/2025
 - Leave on 11/12, 11/14-11/25.
 - Followed up with Claire from NRCS about the ArcGIS Pro License.

Conservation Specialist Olivia Donachie

Training:

- Conservation Planner Certification Trainings:
 - Water Bodies
 - Pest Management and Water Quality Implications

Promoting BMPs:

- Stream Crossing Assessment with Madison, Brett and Nick in Shen Co. 11/5
- VCAP initial visit with Lisa in Shen Co. 11/10
- Initial visits for SL-6W's with Madison. 11/14 and 11/17
- As-built for SL-6W with Madison in Shen Co. 11/17
- Tree staking with CBF and DOF in Shen Co. 11/18
- As-built for SL-6W and stream crossing with Madison, Nick and Dana in Shen Co. 11/25
- Familiarizing myself with VACS protocol and paperwork.
- Entered cover crops into CAS/Tracking

Other Activities:

- Shenandoah Valley Small Farm Resources Fair Outreach Event in Mount Jackson 11/5
- Food for America lessons for Warren County 4th graders at Skyline High School 11/7
- Governors School lesson at Polk's Dairy 11/12
- Annual Board Meeting and Luncheon 11/13
- Strasburg Community Garden workday 11/15
- Food Resiliency talk with Virginia Cooperative Extension in Harrisonburg 11/19

Program Support Specialist Lisa Parks

Training

- Attended VCP Water Cooler Chat - 11/5/2025
- Internal Training with Madison on creating Technical Meeting Agenda and monthly funding reconciliation -11/5/2025

Promoting BMPs

- Processed 72 VACS new BMPs approved at the November board meeting and mailed to participants for signature.
- Processed 2 VACS BMP increases approved at the November board meeting and mailed to participants for signature.
- Created 13 new Cover Crop Contracts
- Called all 26 participants on expiring BMP lifespan report to discuss CCI for another 5 years
 - Created CCI folders/maps/cost 11 estimates for new CCI participants.

VCAP

- Site visit of potential conservation landscaping participant in Warren County - 11/10/2025
- Site visit of potential conservation landscaping participant in Frederick County - 11/12/2025
- Site visit of potential conservation landscaping participant in Winchester City - 11/18/2025
- Sent follow up emails/calls out to 6 VCAP potential participants to get status of their design work.

Other Activities:

- Technical Meeting - 11/6/2025
- Board Meeting - 11/13/2025

Education & Conservation Specialist
Allyson Ponn**Education:**

- SMSC Practicum student meetings (x3)
- Winchester Discover Museum Soil Display meeting
- Food for America at Skyline HS
- Farm Preservation Talk at Seven Bends SP
- MRGS Field Trip @ Polks
- Strasburg Community Garden work day planning
- MRGS @ Sager's prep for Madison and Nick
- Envirothon Details
- Area 1 Envirothon planning

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- November Newsletter
- Annual Awards Luncheon
- County budget paperwork
- Scholarship send out

Promoting BMPs:

- Cover crop sign up + processing (this took most of my time!)
- Cover crop files to FSA
- Cover Crop NMP needed list to Jay Marshall
- Ag Outreach event coordination
 - o Shenandoah Valley Small Farm Resource Fair
- Strasburg VCAP reimbursement
- SL-1 reimbursement
- NM-3C reimbursement

Office:

- CTC and Board meeting
- Area 1 Winter Business meeting prep (Agenda, minutes, chair/vice chair discussion)
- Area 1 Quarterly Report for VASWCD
- Maternity folder prep
- Annual Security IT Training

VACDE/Training:

- VACDE Winter Business Meeting Prep (agenda, budget, minutes, awards)
- VACDE Report for VASWCD
- Annual Auction prep + emails

Upcoming Events:

- 12/7-9: VASWCD Annual Meeting @ Williamsburg
- 3/25: LFSWCD Envirothon @ Museum of Shenandoah Valley

Conservation Technical Committee
Mary Gessner

- The CTC will meet prior to the Board meeting on 12/11/2025 @ 8:30am in the Community Center Room.
- CTC Motions will be presented/reviewed during the Board meeting.

Motions: will be made for necessary items.

Dam Safety & Conservation Easements
Jim Fagan

- No new items.

Education & Information
Joan Comanor

- Nothing to report.

Legislative Committee
Paul Burkholder

- No items to report.
- There will be a committee meeting held prior to the Board meeting on 12/11/2025; 9:30am in the office conference room.

Personnel
Joan Comanor

- Performance mid-year reviews, position description and training updates, will be held on January 14.

Operations
Justin Mackay-Smith

- No new items.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- NSVRC has moved into new offices at 1725 N. Shenandoah Ave, Front Royal.
- Their Septic Pump-Out Program has officially launched to help local homeowners in Clarke, Frederick and Shenandoah Counties who make less than 80% of the Area Median Income maintain their septic systems. They have shared a promotional kit, which we have, to help spread the word. They have completed a mapping project to identify areas that may benefit from funding assistance for various programs under Chesapeake Bay WIP. The map is available on their website at: <https://nsvrc.maps.arcgis.com/apps/mapviewer/index.html?webmap=f633d68a83f64315ac63b24f73de0f52>
- Planning has started on a WIP BP mapping project. They are looking for BMP data that have not yet been digitized.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum
Jack Owens

- No written report.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)

Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Delegated Authority:** Districts with early December meetings will benefit from delegating authority to the Chair and/or the Ag/TRC committee to handle late December approvals of eligible tax credits, cost share & increases particularly those pertaining to Ag BMP Tax Credits and CCI payments.
- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Times, Committee Appointments:** These tasks typically occur annually in December or January. If using a Nominating Committee for officer elections be sure to appoint the committee the month prior to officer elections. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2026 Calendar Year regular board meeting date and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments generally occur in January/February and are typically made by the Board Chair.
- **Quarterly Reports due January 15, 2025,** 2nd Qtr. Attachment E, cash balance and Profit & Loss reports.
- **Reminder to update Associate Director Job Description and review/create Associate Director Guidelines** Please make this a priority on your "To Do" list for FY26 3rd quarter and provide a copy to me upon board approval.

DIRECTOR REMINDERS:

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2023 in the fall. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select "Local elected officials or EDAs/IDAs" to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction's clerk know your completion date.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. The VA Freedom of Information Act Advisory Council has several options available for fulfilling the FOIA training requirement. It is recommended that you take a screen shot of the completion message once you finish the training. Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to access these options. This is an off year for most directors but check your dates with SWCD Admin staff.
 - Click on the link (above) and scroll down to the heading "Other Courses" and then to the sub heading titled "Local Officials Course". In this section, there should be a big blue box that says "Register". Use this box to register for one of the four upcoming webinar courses listed below.

▪ **Wednesday, December 3, 2025, at 10:00AM**

AG COST SHARE ITEMS:

- **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. **If your District anticipates projects being completed late in the month that will need tax credit approval, your Board will want to approve delegated 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 2026, and the tax credit will not be eligible for redemption until 2026 taxes are filed. The recording of the Tax Credit training session held 11/8/24 is available in CAS on the Forms page.
- **REMINDER:** An approved, complete conservation plan must be in place before the district may award a tax credit.
- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and approving any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2025. Certifying and approving the new or renewal of the CCI practice before 12/31/25 will allow the new lifespan to start immediately on January 1, 2026, as soon as the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflects technical certification on or before 12/31/25 to avoid a break in lifespan.
- **Use the Related Instances function in CAS** when a CCI practices follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.
- **CAS - Application Date:** remember when you enter a contract to enter the application date.
- **Follow-up to Random and End of Lifespan Verifications:** Please continue to work with participants who have BMPs with maintenance needs or repayment needs. Remember to update the Verification Module as repairs are completed or repayments are received.

- **CAS Help Desk:** CAS-related issues & help requests are now to be sent to a new DSWC CAS Help Desk email at dswc-cas-help@dcv.virginia.gov. Data Services will be reviewing all incoming emails and prioritizing requests accordingly. You can send requests to unlock contracts directly to your CDC.
- **IT Security Training:** **deadline December 15, 2025**, for all users of Conservation Application Suite. To access the training <https://training.knowbe4.com/ui/users/login>. Users received an email from Carl Thiel-Goin with instructions on 10/28 with log in details. Follow these instructions carefully. If you began employment with the District in calendar year 2025 and took the training, you are exempt from taking it again in 2025.
- **Cost Share approvals required by June 15th per the VSWCB Policy (see language below) and the state budget Appropriations language.** During the 2025 General Assembly Session, a budget amendment authorized the reallocation of unobligated cost-share funds by the Virginia Soil and Water Conservation Board from the Chesapeake Bay watershed to areas outside of the Chesapeake Bay watershed (Southern Rivers). That budget amendment requires Districts to obligate cost-share funding by June 15 of each year. Both the *FY2026 Cost-Share and Technical Assistance Funding Policy* and the *FY2026 Cost-Share and Technical Assistance Grant Agreement* reflect the **June 15 deadline for District Board actions to obligate cost-share funds. What does this mean to your district?** There can be no approvals beyond June 15th so plan accordingly. I might suggest you look toward May as being the last board meeting to approve new BMP contracts and use June to close out projects and clean up loose ends before the Fiscal year ends June 30.

Excerpt from policy: 9. Reallocation of Cost-Share: Following the end of each fiscal year, the Board shall reallocate (redistribute) unobligated VACS allocations, including unobligated funds from prior fiscal years, and unobligated CREP or RCPP funds (keeping cost-share within the drainage basin it was originally allocated within). These funds will be used for VACS programmatic priorities which may include funding for Chesapeake Bay Watershed Implementation Plan or targeted agricultural BMPs. **VACS funds that have not been approved by the District's Board of Directors by June 15, 2026, to fund an existing cost-share application are considered to be unobligated and must be returned to the Department.**

Grant Agreement Reminders:

- **Review of the Desktop Procedures for District Fiscal Operations.** Per the grant agreement, the SWCD must ensure that the Desktop Procedures is annually reviewed by the District Board, or their Finance Committee and the review documented in official minutes.
- **Finance Committee Meetings.** The Desktop Procedures requires that "the finance committee (or designated group) meet at least twice a year.
- **Semi-Annual Personnel Evaluations:** Per grant agreement districts must maintain position descriptions and performance expectations, a personnel policy, and conduct employee evaluations. December/January is the recommended time for semiannual evaluations, if your district performs two per year.
- **Host at least one agricultural community outreach event** during the year that met the following
 - Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged
 - Included an introduction of District, programs, staff and directors; and
 - Included a discussion featuring local agricultural producers that utilized the VACS Program
 - 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:

Dec 7-9: VASWCD Annual Meeting, Doubletree by Hilton Hotel, Williamsburg

Dec 15: IT Security Awareness Training deadline

Dec 24 noon – Dec 26: State Offices closed, beginning noon on the 24th Christmas Holiday

Jan 1, 2026: State Offices closed. New Year's Day Holiday

Jan 29: Virginia Agriculture BMP and Cost Share Program 9:00AM Virtual, required for DCR Conservation Planner Certification

Jan 29: Virginia Forage & Grassland Conference, Fauquier County Fairgrounds, 6209 Old Auburn Rd, Warrenton

Jan 30: Virginia Forage & Grassland Conference, Blue Ridge Comm. College, Plecker Center, 1 College Ln, Weyers Cave

Debbie will be on leave beginning noon Dec 19, returning Jan 8, 2026, however, will attend CSWCD board meeting on Jan 6th.

CDC Report sent to districts 11/25/2025.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)
Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)
Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

- **VRO Ag Program Updates:**
 1. We continue doing as many on-farm inspections as we can schedule right now. Strict biosecurity is followed. We see no more than one farm on-site in a 72-hour period from December 1st through April of 2026. All other scheduled inspections will be focused on record review.
 2. The Valley Regional Office continues to be the administrative office for the DEQ Northern Region Office AFO permits. We have started the second round of inspections of these facilities. VRO performed all on-site inspections last fiscal inspection year and plan to do the same this year.
 3. There are three methane digesters planned across the state at three separate dairy farms and one of them is in the valley region. DEQ has had several meetings to discuss the project and will be working closely with the farmer, the methane digester company and other programs throughout the process.
 4. Our inspection year cycle is from October 1 to September 30 each year, so we are several months into the new cycle. We have a risk-based inspection strategy that has a baseline for inspecting a facility every three years. We may inspect a facility more frequently if the owner requests it, if there are compliance issues, or if a facility is brand new and needs inspecting every year for the first couple years. We may also inspect a facility less frequently, every four years, if compliance is very good.

MISC.



722-B East Queen Street, Strasburg, VA 22657
(540) 465-2424 ext. 5

MINUTES

The November 13, 2025, LFSWCD Board of Director's Meeting was held, in person, at the Millwood Station Event Center Banquet Hall, 252 Costello Drive, Winchester, VA 22602.

Those attending were:

LFSWCD Directors

Joan Comanor
James Fagan
Justin Mackay-Smith
Randy Buckley
Jack Owens
Emma Bricker
Mark Huddleston
Kermit Gaither

Associate Directors

Stephanie Shillingburg
Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

HB Simpson
Debbie Cross, CDC/DCR

LFSWCD Staff Members

Allyson Ponn
Nick Livesay
Sarah Fleming
Dana Gochenour
Madison Coffey
Lisa Parks
Olivia Donachie
Brett Ramer

Absent Directors or Staff:

Paul Burkholder
Robert "Bobby" Clark
Mary Gessner
Reid Hoak
Jason Bushong

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



722-B East Queen Street, Strasburg, VA 22657
(540) 465-2424 ext. 5

MOTION: Board approval of the October 9, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Jack Owens seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, 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						Justin Mackay-Smith	X		
James Fagan	X					*Paul Burkholder			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Kermit Gaither arrived at the meeting.

Chairwoman's Report: Joan Comanor

- Well wishes for surgery recovery to Paul Burkholder.
- Reviewed written report.
- Welcomed new Staff members Brett & Olivia.
- With the ending of the Government Shutdown the Office is back to normal operation.
- Discussion of new Chesapeake Bay developments and deadlines.
- Congrats to Sarah and Dana on their SHRM-CP recertification.
- Compliments to Allyson and Sarah on finding such a perfect venue; thanks to the staff for their help in this special awards luncheon. Kudos to Allyson, Dana, Olivia, and Madison for their role in the Nov 5 outreach event which was well attended.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for October 2025 (as presented in the Board Packet).

Motion made by Mark Huddleston, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, 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						Justin Mackay-Smith	X		
James Fagan	X					*Paul Burkholder			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted items pertaining to the recent Forestry Field Day event. Kermit Gaither also attended the event.



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Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Training assistance for Brett & Olivia.
- Cover Crop training with Allyson.

Conservation Specialist, Ben Loyd

- On Leave

Conservation Specialist, Brett Ramer

- Obtained Conservation Planner Certification via DCR
- His earned CEU's obtained through NRCS have also been approved for carryover by DCR.
- Lots of training and visits with Staff.

Conservation Specialist, Olivia Donachie

- Lots of Trainings and Site Visits with Staff.

Program Support Specialist, Lisa Parks:

- VCAP site visits.
- Dam Inspection participation.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed her written report.
- Cover Crop Training with Staff
- Outreach Event on 11/5 went great – approx. 60 attendees
- Scholarship information has been sent out and posted.
- **ENVIROTHON (local held by LFSWCD)**
 - March 25, 2025 (Wednesday) to be held at Museum of the Shenandoah Valley, Winchester, VA
- Will be on Maternity Leave starting December 1st!
 - Thanks to Staff for all the help during this time.

Committee Updates:

Conservation Technical – Mary Gessner

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



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Motion to recommend the board approve all tax credits listed in the agenda.

CP-NRCS	13-24-0041	588608	Shen./Stream Exclusion with Wide Buffer	SL-6W	\$	1,896.25				
CP-13-25-0023	13-25-0017	647588	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$	3,290.31				
CP-13-25-0023	13-25-0017	647591	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$	910.12				
CP-13-25-0041	13-25-0101	649863	Fred./Extension of a Watering System	SL-7	\$	3,497.30				

Motion Made by Justin Mackay Smith, seconded by Jack Owens. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve cost share increase for contract 13-26-0028 SL-1.

CP-13-26-0018	13-26-0028	724292	Shenandoah	Long Term Veg. Cover on Cropland	SL-1					\$	400.00
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Motion Made by Justin Mackay Smith, seconded by Jack Owens. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve cost share increase for contract 13-26-0029 SL-8B.

N/A	13-26-0029	724321	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B					\$	450.30
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Motion Made by Justin Mackay Smith, seconded by Jack Owens. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve all SL-8B instances listed in the agenda.

N/A	13-26-0052	730484	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	115	22.72	Y	\$	2,000.00
N/A	13-26-0046	730457	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	114	19.56	Y	\$	2,489.40
N/A	13-26-0031	725887	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	111	24.95	Y	\$	960.00
N/A	13-26-0028	730494	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	109	20.67	Y	\$	2,160.90
N/A	13-26-0048	730470	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	109	21.38	Y	\$	2,541.20
N/A	13-26-0031	725891	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	108	24.41	Y	\$	2,640.00
N/A	13-26-0048	730474	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	107	21.98	Y	\$	1,467.90
N/A	13-26-0052	730487	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	107	26.39	Y	\$	650.00
N/A	13-26-0041	730306	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	106	24.58	Y	\$	2,294.40
N/A	13-26-0052	730488	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	106	25.02	Y	\$	1,400.00
N/A	13-26-0046	730455	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	106	25.28	Y	\$	973.80
N/A	13-26-0044	730398	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	105	18.00	Y	\$	2,700.00
N/A	13-26-0041	730369	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	105	20.84	Y	\$	3,320.00
N/A	13-26-0031	725895	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	105	27.31	Y	\$	720.00
N/A	13-26-0036	726426	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	104	7.91	Y	\$	8,745.30
N/A	13-26-0034	726099	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	104	8.02	Y	\$	16,646.00
N/A	13-26-0041	730219	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	104	9.76	Y	\$	22,090.00
N/A	13-26-0034	730478	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	103	25.23	Y	\$	1,100.00
N/A	13-26-0028	730493	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	103	27.46	Y	\$	765.00
N/A	13-26-0041	730236	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	102	25.72	Y	\$	1,504.00
N/A	13-26-0041	730250	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	101	12.72	Y	\$	7,223.20
N/A	13-26-0041	730256	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	101	13.69	Y	\$	4,987.00
N/A	13-26-0041	730239	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	101	23.46	Y	\$	2,490.40
N/A	13-26-0041	730245	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	101	26.09	Y	\$	1,460.00
N/A	13-26-0021	721598	Frederick	Small Grain and Mixed Cover Crop	SL-8B	High	100	18.09	Y	\$	5,664.00
N/A	13-26-0048	730472	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	99	24.35	Y	\$	928.90
N/A	13-26-0041	730240	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	98	25.28	Y	\$	806.40
N/A	13-26-0041	730232	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	97	17.52	Y	\$	4,796.00
N/A	13-26-0028	730489	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	97	27.29	Y	\$	770.70
N/A	13-26-0043	730382	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	95	12.97	Y	\$	12,946.70
N/A	13-26-0048	730471	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	High	87	27.60	Y	\$	757.40
N/A	13-26-0034	730480	Shenandoah	Small Grain and Mixed Cover Crop	SL-8B	Medium	115	24.11	Y	\$	1,834.00



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N/A	13-26-0052	730486	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	115	26.66	Y	\$	1,574.00
N/A	13-26-0046	730427	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	110	19.30	Y	\$	3,205.80
N/A	13-26-0034	730479	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	103	29.17	Y	\$	526.00
N/A	13-26-0046	730446	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	99	23.61	Y	\$	2,285.10
N/A	13-26-0055	730578	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	94	24.42	Y	\$	1,941.10
N/A	13-26-0047	730466	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	87	14.09	Y	\$	7,934.50
N/A	13-26-0055	730539	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Medium	86	14.19	Y	\$	6,058.50
N/A	13-26-0052	730485	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Low	106	32.09	Y	\$	1,519.00
N/A	13-26-0034	730482	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Low	105	27.53	Y	\$	2,880.00
N/A	13-26-0034	730481	Shenandoah	Small Grain and Mixed Cover Crop fd	SL-8B	Low	99	18.54	Y	\$	8,000.00
N/A	13-26-0053	730496	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Low	89	24.41	Y	\$	4,900.00
N/A	13-26-0032	726064	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Low	89	29.61	Y	\$	2,156.00
N/A	13-26-0032	726000	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Low	87	19.50	Y	\$	6,237.00
N/A	13-26-0047	730465	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Low	84	21.11	Y	\$	5,586.00
N/A	13-26-0047	730468	Clarke	Small Grain and Mixed Cover Crop fd	SL-8B	Low	78	21.60	Y	\$	7,382.20

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve all SL-8H instances listed in the agenda.

N/A	13-26-0049	730475	Shenandoah	Harvestable Cover Crop	SL-8H	High	104	28.45	N	\$	3,620.00
N/A	13-26-0012	726076	Shenandoah	Harvestable Cover Crop	SL-8H	High	99	33.46	N	\$	2,711.60
N/A	13-26-0041	730211	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	32.70	N	\$	2,973.20
N/A	13-26-0028	730490	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	41.59	N	\$	520.00
N/A	13-26-0044	730408	Shenandoah	Harvestable Cover Crop	SL-8H	High	97	33.34	N	\$	1,607.20
N/A	13-26-0041	730172	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	38.36	N	\$	1,100.20
N/A	13-26-0041	730179	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	41.41	N	\$	685.40
N/A	13-26-0036	728433	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	36.51	N	\$	541.80
N/A	13-26-0041	730204	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	41.03	N	\$	429.60
N/A	13-26-0041	730195	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	43.22	N	\$	300.00
N/A	13-26-0041	730184	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.02	N	\$	1,005.80
N/A	13-26-0028	730491	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.91	N	\$	216.00
N/A	13-26-0052	730483	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	39.82	N	\$	1,303.80
N/A	13-26-0029	725708	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	44.07	N	\$	162.60
N/A	13-26-0028	730492	Shenandoah	Harvestable Cover Crop	SL-8H	High	84	43.24	N	\$	160.00
N/A	13-26-0034	726094	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	99	36.07	N	\$	1,930.00
N/A	13-26-0056	730658	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	88	46.12	N	\$	86.80
N/A	13-26-0038	729762	Frederick	Harvestable Cover Crop	SL-8H	Medium	79	39.53	N	\$	756.40
N/A	13-26-0045	730401	Clarke	Harvestable Cover Crop	SL-8H	Low	95	46.83	N	\$	308.00
N/A	13-26-0056	730663	Shenandoah	Harvestable Cover Crop	SL-8H	Low	94	46.78	N	\$	208.20
N/A	13-26-0056	730622	Shenandoah	Harvestable Cover Crop	SL-8H	Low	92	49.94	N	\$	274.80
N/A	13-26-0032	726069	Clarke	Harvestable Cover Crop	SL-8H	Low	86	35.79	N	\$	3,018.20
N/A	13-26-0037	729058	Clarke	Harvestable Cover Crop	SL-8H	Low		49.76	N	\$	1,089.60

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.



722-B East Queen Street, Strasburg, VA 22657
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Motion to recommend the board approve conservation plan and cost share for contract 13-26-0035 SL-7.

CP-13-23-0016	13-26-0035	726388	Shenandoah	Extension of Watering Systems	SL-7	High	97	34.06	N	\$	7,040.00

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve conservation plan CP-13-26-0020 and send contract 13-26-0039 SL-6W to the DCR Variance Committee for review.

CP-13-26-0020	13-26-0039	730028	Clarke	Stream Exclusion with Wide Width Bu	SL-6W	Medium	122	12.82	Y	\$	528,256.75

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve conservation plan and cost share for contract 13-26-0040 SL-6W.

CP-13-26-0019	13-26-0040	730146	Warren	Stream Exclusion with Wide Width Bu	SL-6W	Medium	84	27.98	Y	\$	70,068.12

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve conservation plan CP-13-25-0018 and send contract 13-26-0042 SL-6W to the DCR Variance Committee for review.

CP-13-25-0018	13-26-0042	730372	Shenandoah	Stream Exclusion with Wide Width Bu	SL-6W	Low	104	28.83	Y	\$	496,509.25
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- Increased Cost Share Amount to \$501,789.25 and Correct CP to CP 13-25-0055

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend the board approve a Tax Credit for contract 13-23-0089 Instance 528475 SL-6W in the amount of: \$486.00.

Motion Made by Justin Mackay Smith, seconded by Emma Bricker. Motion passed unanimously. *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Motion to recommend board approve a Cost Share Increase for contract 13-25-0007 instance 591608 SL-1 in the amount of:

\$7,030.10. **Motion made by Mark Huddleston, seconded by Jack Owens. Motion passed unanimously.** *Kermit Gaither, Robert Clark, Paul Burkholder, Mary Gessner, and Reid Hoak were absent at the time of vote.

Dam Safety & Conservation Easements - Jim Fagan

- Self-led Annual Dam Inspections took place on October 23, 2025. Those in attendance were 2 representatives from Bryce Resort who perform Dam Maintenance for LFSWCD, Jim Fagan, Dana Gochenour, Srah Fleming, Lisa Parks, Brett Ramer and Olivia Donachie.
- The Dams both looked good and require minimal maintenance involving small tree and shrub removal.



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Education & Information – Joan Comanor

- Following today's board meeting will be the Annual Awards Luncheon, everyone please enjoy!
- LFSWCD will host the Area I meeting in 2027.

Legislative – Paul Burkholder

- Allyson Ponn gave a brief update on items at DCR state level.
 - There are lots of updates being made to the Legislative Policy Book to be voted on at the Area I Annual Meeting.
 - You can view these on the VSWCD Website.
 - If you have any suggestions, please let Joan know so that she can take them to the Annual meeting.
- Justin Pence is a newly elected delegate who will service parts our Districts.

Personnel – Joan Comanor

- Covered during Chair report.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No new items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum – Jack Owens

- Sarah sent an email with information on next meeting.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent was absent from the meeting.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report.
- Reminder that elected director COIA training needs to be completed by 12/31/2025.

Virginia Cooperative Extension: Robert Clark

- Bobby was absent from the meeting.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.



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Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

The meeting adjourned at approximately 11:04am.

Respectfully submitted,

Sarah R. Fleming,

Board Secretary

Approved by the Board through motion on:

DRAFT

**BOD Meeting Attendance
FY 2025 (JUL 2024 - JUN 2025)**

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Board of Directors													
Joan Comanor, Vice Chair		X	X	X	X	X	X	X	X	X	X	X	X
Mary Gessner		X	X	X	X	X	A	X	X	X	X	X	X
James Fagan		X	X	X	X	X	X	X	X	A	X	A	X
Kermit Gaither		A	A	A	X	X	X	X	A	X	A	A	A
Jack Owens		A	A	X	A	X	X	X	X	X	X	X	X
Paul Burkholder		X	X	X	X	X	A	X	A	X	X	X	Excused Absence
Reid Hoak		X	X	X	X	X	X	A	A	X	X	X	A
Justin MacKay-Smith		X	A	X	X	X	X	X	X	X	X	X	X
Randy Buckley		X	X	X	X	X	X	X	X	A	X	X	X
Robert Clark								A	X	X	X	X	X
Emma Bricker		A	X	X	X	X	A	A	A	X	X	X	X
Mark Huddleston		X	X	X	X	X	X	A	A	X	A	X	X
Associate Board of Directors													
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X	X	X	X	A	X	A
Jason Bushong		A	A	A	A	A	A	A	A	A	A	A	A
Ed Pendleton		X	X	A	X	X	X	X	X	A	A	A	X
Ira "Buck" Richards		A	A	A	A	A	A	A	A	A	A	A	A
Staff													
Madison Coffey		X	X	X	X	X	X	X	X	X	X	V	X
Sarah Fleming		X	X	X	X	X	X	M/L	X	X	X	X	X
Dana Gochenour		X	X	T	X	X	X	X	X	X	X	V	X
Nick Livesay		X	X	X	X	P/L	X	X	X	X	X	X	X
Allyson Ponn		X	X	X	X	X	Event	X	X	X	Event	X	X
Sabrina Heltzel		X	A/L	X	X	X	X	X	A/L	X	X	X	X
Lisa Parks (start date June1)													X
Ben Loyd		X	X	X	X	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	
Brian Brezenski, NRCS			X				X						X
Bobby Clark							X						
Alex, 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, Vice Chair	x	x	x	x	x	x							
Mary Gessner	x	x	x	x	x	A							
James Fagan	x	x	x	x	A	x							
Kermit Gaither	A	x	x	x	A	x							
Jack Owens	x	x	x	x	x	x							
Paul Burkholder	x	A	A	A	x	A							
Reid Hoak	x	x	A	A	x	A							
Justin MacKay-Smith	x	x	x	x	x	x							
Randy Buckley	x	x	x	x	x	x							
Robert Clark	x	x	x	x	A	A							
Emma Bricker	x	A	x	x	A	x							
Mark Huddleston	x	A	x	x	A	x							
Associate Board of Directors													
Stephanie Shillingburg, Treasurer	x	A	A	A	x	x							
Jason Bushong	A	A	A	A	A	A							
Ed Pendleton	x	A	x	A	x	x							
Staff													
Madison Coffey	x	x	x	x	x	x							
Sarah Fleming	x	x	x	x	x	x							
Dana Gochenour	x	x	x	x	x	x							
Nick Livesay	x	x	x	x	x	x							
Allyson Ponn	A	x	x	x	x	x							
Lisa Parks	x	x	x	x	x	x							
Ben Loyd	x	x	x	x	x	A							
Brett Ramer						x							
Olivia Donachie						x							
Guests													
Debbie Cross, DCR	x	x	x	x		x							
Brent Baritteau, NRCS	x		x										

Conservation Technical (CTC)	8/7/2025	9/11/2025	10/9/2025	11/5/2025	12/11/2025	1/8/2026	2/5/2026	3/5/2026	4/2/2026	5/7/2026	6/4/2025	*6/26/2025
Dam Safety and Easements												
Education & Information	9/11/2025											
Finance	9/11/2025	1/8/2026										
Legislative	12/11/2025											
Personnel	9/16/2025 closed session for interviews				1/14/2025 closed session for Personnel Reviews							
Operations												

* tentative dates

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

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

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

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

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July through November 2025

	Jul - Nov 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	344,934.25	560,000.00	61.6%
Total Income Designated Receipts	430,715.15	569,000.00	75.7%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	6,641.50	13,283.00	50.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	12,100.00	0.00	100.0%
Total County/City Contributions	63,591.50	58,133.00	109.4%
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
Interest Income	49,731.99	12,000.00	414.4%
Other Income			
Donations	0.00	400.00	0.0%
Total Other Income	0.00	400.00	0.0%
VCAP			
VCAP Cost Share	7,000.00		
VCAP TA	1,200.00		
Total VCAP	8,200.00		
Total Undesignated Receipts	328,114.99	483,716.00	67.8%
Total Income	758,830.14	1,052,716.00	72.1%
Gross Profit	758,830.14	1,052,716.00	72.1%
Expense			
Awards Banquet	2,351.17	3,000.00	78.4%
Community Garden/Harvest Fest.	42.10	1,000.00	4.2%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	1,028.04	15,000.00	6.9%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	25.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,392.00	5,000.00	87.8%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon	0.00	1,000.00	0.0%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
Total Scholarships	0.00	2,000.00	0.0%
Total Ed & Info / Public Outreach	0.00	4,800.00	0.0%
Insurance	1,308.00	2,000.00	65.4%
Office Expenses			

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

	Jul - Nov 25	Budget	% of Budget
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	3,016.24	10,000.00	30.2%
Office Equipment	6,559.65	10,000.00	65.6%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,040.00	5,000.00	40.8%
Office Supplies	1,865.85	5,500.00	33.9%
Postage	707.48	1,250.00	56.6%
Telephone/Internet	2,203.37	6,500.00	33.9%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	16,428.59	52,750.00	31.1%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	1,182.30	2,400.00	49.3%
Staff Mileage/Training	2,127.44	7,500.00	28.4%
Staff Salaries & Benefits	172,757.41	790,350.00	21.9%
Total Personnel/Staff Expenses	176,067.15	803,850.00	21.9%
Vehicle Gas & Service	1,787.79	7,000.00	25.5%
Total District Regular Expenses	201,011.57	890,400.00	22.6%
VCAP Expenditures			
VCAP Cost Share disbursements	7,000.00		
Total VCAP Expenditures	7,000.00		
Total Expense	210,404.84	900,400.00	23.4%
Net Ordinary Income	548,425.30	152,316.00	360.1%
Net Income	548,425.30	152,316.00	360.1%

Lord Fairfax Soil and Water Conservation District

Fund Balances

12/03/25

Cash Basis

As of November 30, 2025

	Nov 30, 25
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
Total Dedicated Reserves	1,960,000.00
Operations	
DCR Operating Funds	524,026.78
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
Total Other Income	3,408.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	10,803.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
Total Community Garden/Harvest Fest.	4,790.92
Total Special Projects	4,790.92
Sales/Services	2,063.70
Interest	101,988.01
Local Gov't Funds	108,257.03
Total Operations	801,632.37
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	344,934.25
FY 25 VNRCF TA	127,317.30
Total VNRCF TA	472,251.55
VCAP TA	1,200.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS Transfer (24)	7,177.50
2026 CB VACS	1,456,797.92
2025 CB VACS	4,798,962.37
2024 CB VACS	2,051,533.28
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	309,864.64
2022 CB VACS	164,749.88
Total WQIA	8,860,467.82
Total Cost Share Funds	8,860,467.82

Lord Fairfax Soil and Water Conservation District

Fund Balances

12/03/25

Cash Basis

As of November 30, 2025

	Nov 30, 25
Other restricted funds	
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	9,335,278.31
TOTAL	12,096,910.68

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 11/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,180,587.17
Cleared Transactions						
Checks and Payments - 13 items						
Check	09/04/2025	5560	Wakeman's Grove ...	X	-144.00	-144.00
Check	10/08/2025	5576	Virginia Business Sy...	X	-512.30	-656.30
Check	10/22/2025	5583	Card Services	X	-5,188.26	-5,844.56
Check	10/22/2025	5579	Shentel	X	-413.44	-6,258.00
Check	10/22/2025	5581	Bee Apprvd Honey	X	-132.00	-6,390.00
Check	10/22/2025	5580	Purchase Power	X	-27.78	-6,417.78
Check	11/13/2025	5592	Card Services	X	-2,959.51	-9,377.29
Check	11/13/2025	5591	Full Plate	X	-1,080.00	-10,457.29
Check	11/13/2025	5586	Max Real Group, LLC	X	-408.00	-10,865.29
Check	11/13/2025	5588	Virginia Business Sy...	X	-357.90	-11,223.19
Check	11/13/2025	5584	Benjamin Loyd	X	-202.30	-11,425.49
Check	11/13/2025	5587	Commercial Press, I...	X	-132.73	-11,558.22
Check	11/17/2025	5593	Allyson Ponn	X	-43.66	-11,601.88
Total Checks and Payments					-11,601.88	-11,601.88
Deposits and Credits - 2 items						
Deposit	11/14/2025			X	3,320.75	3,320.75
Deposit	11/30/2025			X	9,679.28	13,000.03
Total Deposits and Credits					13,000.03	13,000.03
Total Cleared Transactions					1,398.15	1,398.15
Cleared Balance					1,398.15	3,181,985.32
Uncleared Transactions						
Checks and Payments - 5 items						
Check	10/08/2025	5578	Millwood Station Vol...		-600.00	-600.00
Check	11/13/2025	5590	Virginia Business Sy...		-577.66	-1,177.66
Check	11/13/2025	5585	Brett Ramer		-46.20	-1,223.86
Check	11/13/2025	5589	Madison Coffey		-42.00	-1,265.86
Check	11/17/2025	5594	Purchase Power		-333.75	-1,599.61
Total Checks and Payments					-1,599.61	-1,599.61
Total Uncleared Transactions					-1,599.61	-1,599.61
Register Balance as of 11/30/2025					-201.46	3,180,385.71
Ending Balance					-201.46	3,180,385.71

1:05 PM

12/03/25

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 11/30/2025

	Nov 30, 25
Beginning Balance	3,180,587.17
Cleared Transactions	
Checks and Payments - 13 items	-11,601.88
Deposits and Credits - 2 items	13,000.03
Total Cleared Transactions	1,398.15
Cleared Balance	3,181,985.32
Uncleared Transactions	
Checks and Payments - 5 items	-1,599.61
Total Uncleared Transactions	-1,599.61
Register Balance as of 11/30/2025	3,180,385.71
Ending Balance	3,180,385.71

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 11/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,261,969.90
Cleared Transactions						
Checks and Payments - 3 items						
Check	10/22/2025	4024	Matthew L. Polk	X	-5,445.77	-5,445.77
Check	11/13/2025	4031	Marlboro Springs, LLC	X	-137,478.80	-142,924.57
Check	11/17/2025	4033	Martin J. Helsley Jr.	X	-3,924.59	-146,849.16
Total Checks and Payments					-146,849.16	-146,849.16
Deposits and Credits - 1 item						
Deposit	11/30/2025			X	28,025.99	28,025.99
Total Deposits and Credits					28,025.99	28,025.99
Total Cleared Transactions					-118,823.17	-118,823.17
Cleared Balance					-118,823.17	9,143,146.73
Uncleared Transactions						
Checks and Payments - 7 items						
Check	11/13/2025	4028	Virginia Resource A...		-92,795.36	-92,795.36
Check	11/13/2025	4026	Virginia Resource A...		-55,160.50	-147,955.86
Check	11/13/2025	4030	Franklin's Double D ...		-36,644.60	-184,600.46
Check	11/13/2025	4029	Jeffrey W. Gochenour		-36,170.28	-220,770.74
Check	11/13/2025	4027	The Wild Wild West...		-3,600.00	-224,370.74
Check	11/13/2025	4025	Reed J. Shiflett		-1,128.00	-225,498.74
Check	11/17/2025	4032	Windcrest Holsteins,...		-1,123.02	-226,621.76
Total Checks and Payments					-226,621.76	-226,621.76
Total Uncleared Transactions					-226,621.76	-226,621.76
Register Balance as of 11/30/2025					-345,444.93	8,916,524.97
Ending Balance					-345,444.93	8,916,524.97

12/03/25

First Bnk DCR Cost Share (WQIA), Period Ending 11/30/2025

	Nov 30, 25
Beginning Balance	9,261,969.90
Cleared Transactions	
Checks and Payments - 3 items	-146,849.16
Deposits and Credits - 1 item	28,025.99
Total Cleared Transactions	-118,823.17
Cleared Balance	9,143,146.73
Uncleared Transactions	
Checks and Payments - 7 items	-226,621.76
Total Uncleared Transactions	-226,621.76
Register Balance as of 11/30/2025	8,916,524.97
Ending Balance	8,916,524.97