

Board of Directors, Board Packet 5/14/2026



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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

May 14, 2026

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

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

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

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY26 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

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

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

- **FY26 (2025-2026) Annual District Budget:** Date Approved: __ June 12, 2025 _____
- **Dedicated Reserves:**
Board Approval Date: __ 9/11/2025 _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: __ 1/8/2026 _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: __ 1/8/2026 _____
- **Att D:** (submitted every 2 years, next due: July 15, 2027)
Date Submitted: __ 7/3/2025 _____

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): __ 1/14/2026 _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** __ 7/10/2025 _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: __ 1/14/2026 _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
May 14, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

We have a lot to get done in the next 2 months, and Debbie's report includes some specific actions. In addition to At-Large member reappointments (and thankfully Jim Fagan is willing!), we also have to appoint or re-appoint associate directors for the coming fiscal year and at least 2 are willing. We can expect a noticeable increase in insurance costs, and as well there is still some uncertainty as to our operational funding. In the meantime, welcome back Dana!! After the Board meeting we should all head to a car wash so we can get more days of steady, soaking rain.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the April 2026 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- There will be a Finance Committee meeting on May 14, 2026, at 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**

Monthly Happenings:

- Prepare FY27 Proposed Budget and supporting information for Finance Committee review
- Submit 3rd Qtr. Att E
- VAACS Vehicle values update – CareCare (Vehicle Ins. Via Commonwealth of VA)
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Account Reconciliation, Monthly Reports.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- 4/9 Board Meeting / Ed & Info meeting
- 4/16 Office Printer exchange and set up
- 4/28 Assisted at Regional Envirothon (Grottoes, VA)
- 4/29 SHRM Webinars x3
- 4/30 SHRM Webinars x3

Office closings:

- 5/25 Memorial Day = Office Closed

**Conservation Programs Manager
Dana Gochenour**

Training

- Completed multiple SHRM webinars for Professional Development Credits toward maintaining SHRM certification
- Attended Appalachian Grazing Conference in Wardensville, WV (3 VA DCR Cons Planner CEUs)

Promoting BMPs

- Updates from staff about progress made on my contracts and issues that arose while I was out
- Reviewed a stream crossing design for one of Madison’s contracts

- Met with C. Bladen to take application and review plan for an SL-6 (Stony Creek, Shenandoah Co.)
- Scheduled Verification inspections with Debbie for end of June

Staff Relations

- A huge THANK YOU to the entire staff- you held down the fort while I was gone, just like I knew you would! We have the best staff in the business!

Senior Conservation Specialist

Nick Livesay

Training

- Whole Farm Approach training webinar – with staff
- Appalachian Grazing Conference, Wardensville WV – with staff

Promoting BMPs

- Westbrook (FR-3: Spring Drainage, Clarke Co.) Planting inspection with PEC and DOF
- Koon (WP-4B: Clarke Co.) correspondence with producer and contractor for walkway, mid construction visit to inspect walkway pre-concrete
- Alkire (SL-6W: Trib to Pugh's Run, Shen. Co.) as-built inspection with Ben
- Marker-Miller (SL-6W: Fred. Co.) correspondence with producer for bid process
- Visit with potential SL-7 (Passage Creek) in Shenandoah County
- Visit to inspect installed WP-4B in Shenandoah County
- Whetzel (WP-4SF: Shen. Co.) excavation inspection with NRCS
- Claggett (SL-6W: Wheat Spring Branch, Clarke. Co.) pre-con meeting with staff
- Visit with potential EAN on SL-1 fields in Frederick County
- Engineering Visits with Amanda Pennington – four farms with staff
- Visit with potential FR-3/SL-6W/WP-2A in Clarke County with Madison and Olivia
- Visit with Vanessa Lewis in office to discuss Conservation Planning
- Barham (SL-6W: Frederick Co.) visit with engineering team, Madison to inspect stream crossings
- Visit with potential WP-2A, FR-3 in Clarke County
- ASA visit, Frederick County with Tim Abbott (VDACS)
- Correspondence with producer regarding WP-4 in Clarke County
- Correspondence with producers regarding last year carryovers, cancellations
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

Education/ Outreach

- Alliance for Shen. Valley Conservation Speed Dating in Warren County with partners
- Area 1 Envirothon in Grand Caverns, VA

Conservation Specialist

Madison Coffey

Training:

- Whole Farm Approach Webinar – 4/9/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- As-built inspection on 4/6/2026 for Hardesty (Clarke: SL-1). Collected bills from the producer and followed-up regarding the nutrient management plan.
- Teams call on 4/6/2026 with Brent (NRCS) and Phil (DEQ) regarding planned practices for Shiflett (Shen: WP-4).
- Initial site visit on 4/7/2026 with Nick and Ben for a potential animal waste project in Shenandoah County.
- As-built inspection on 4/7/2026 with Nick and Ben for Polk (Shen: SL-1.) Processed bills and initiated payment.

- Site visit on 4/7/2026 with Brian to look at mid construction stream crossings for Barham (Fred: SL-6W).
- Site visit on 4/8/2026 with Brian to stake fence for Barham (Fred: SL-6W.)
- As-built inspection on 4/13/2026 with Olivia, DOF, and PEC for Blythe (Clarke: FR-1 and SL-1). Reviewed bills with Olivia.
- Water System pre-construction meeting and stream crossing survey on 4/14/2026 with Nick, Ben, Brett, and Olivia for Clagett (Clarke: SL-6W).
- Potential EAN inspection on 4/14/2026 with Nick, Ben, Brett, and Olivia for a Frederick County SL-1.
- Engineering site visits on 4/15/2026 for multiple potential animal waste projects.
- Site visit on 4/16/2026 to get Part 3 signature and deliver check for Polk (Shen: SL-1).
- Initial site visit on 4/16/2026 with Nick and Olivia for stream exclusion, stabilization, and tree planting projects in Clarke County.
- Follow-up site visit with DCR on 4/21/2026 to inspect mid-construction changes to a stream crossing design for Barham (Fred: SL-6W.) Sent follow-up communication to DCR, landowner, and contractor.
- Follow-up site visit with Nick and NRCS on 4/22/2026 to survey crossings for Barham (Fred: SL-6W).
- Initial site visit with Brett on 4/29/2026 for a potential SL-6W project in Shenandoah County.
- Follow-up site visit on 4/29/2026 with Ben for a mid-construction check for O'Brien (Warren: SL-6W).
- Initial site visit on 4/30/2026 for a potential stream exclusion project in Clarke County.

Other Activities:

- CTC Meeting – 4/2/2026
- Board Meeting – 4/9/2026

**Conservation Specialist
Ben Loyd**

Training:

- Whole Farm Approach Webinar – 4/1/2026
- Appalachian Grazing Conference – 4/30/2026

Promoting BMPs:

- Initial visit with Brett for possible CCI-SL-6W – Frederick County
- As-Built with Nick for completed SL-6W – Shenandoah County
- Fence staking with Nick for approved SL-6W – Shenandoah County
- Initial visit with Nick and Madison for potential WP-4LL – Shenandoah County
- SL-1 check with Nick and Madison – Shenandoah County
- As-Built for completed SL-7 – Clarke County
- Mid-Construction check for approved SL-6W – Clarke County
- Initial visit with Olivia for potential CCI – Frederick County
- Created conservation plan and entered into CAS for potential SL-6W – Clarke County
- Updated plan map and cost estimate for potential WQ-11 – Shenandoah County
- Water System Pre-Construction meeting and stream crossing survey with team for approved SL-6W – Clarke County
- SL-1 EAN check with team – Frederick County
- 4 Animal waste visit with DCR Engineer for potential WP-4s – Frederick and Shenandoah County
- Fence staking with Olivia for approved SL-6N – Frederick County
- Mid-Construction check with Olivia for approved SL-6W – Frederick County
- Water System design for approved SL-6N – Frederick County
- Initial visit with Brett for potential SL-6W – Clarke County
- Water system pre-construction meeting for approved SL-6N/SL-7 – Frederick County
- Mid-Construction check for approved SL-6W – Clarke County
- Stream crossing pre-construction meeting and DOF meeting for approved SL-6W and FR-3 – Shenandoah county.
- Updated conservation plan and entered potential SL-6W, SL-7, WP-2W, WQ-11 and SL-10 in CAS – Shenandoah County
- Pasture condition score for approved SL-10 – Clarke County

- Created Conservation plan and entered into CAS 2 potential SL-6W – Clarke County

Other Activities:

- CTC Meeting on 4/2/2026
- Board Meeting on 4/9/2026

**Conservation Specialist
Brett Ramer**

Training:

- Look over previous Introduction to Conservation Engineering training presentations
- CAS Tips and Tricks webinar – 4/20
- Pasture Condition Score Training in Verona, VA – 4/23
- Appalachian Grazing Conference in Wardensville, WV – 4/30

Promoting BMP's:

- Initial SL-6 Visit with Ben (Frederick County)
- Correspondence with SL-1 participant
- SL-6N Stream Crossing design work
- Water System pre-construction meeting w/Madison, Nick, Olivia, and Ben (Clarke County)
- Stream Crossing surveys with Madison, Nick, Olivia, and Ben (Clarke County)
- Engineering Quarterly Visit with Amanda (DCR), Nick, Ben, Olivia, and Madison (Frederick and Shenandoah counties)
- Initial Site Visit with Ben (Clarke County)
- Stream Crossing Pre-Con Meeting, DOF Visit w/Madison, Ben, and Olivia (Shenandoah County)
- DCR Certified Planner Recertification Visit – 4/27
- Potential SL-6 Visit w/Madison (Shenandoah County)

Education:

- Email correspondence with Megan (Seven Bends SP) & Kathleen (DOF) regarding upcoming outreach event
- Area 1 Envirothon in Grand Caverns – 4/28

Other Activities:

- Whole Farm Approach Meeting with Area I staff
- CTC Meeting – 4/2/2026
- 2 hours of sick leave for doctor's appointment and 2 hours of annual leave – 4/2/2026
- 1 hour of sick leave for doctor's appointment – 4/3/2026
- District Board Meeting – 4/9/2026
- Meeting with First Bank and Trust with Ally and Sarah – 4/9/2026
- Virginia SWCS Council Meeting – 4/27

**Conservation Specialist
Olivia Donachie**

Trainings/Conferences:

- Conservation Selling Skills 4/1-4/2
- RUSLE Part B 4/7
- Pasture Condition Score Training 4/23
- Appalachian Grazing Conference 4/30

Promoting BMPs:

- Cost estimates and maps for potential SL-6 in Shen Co 4/8
- Initial visit for potential CCI in Fred Co with Ben 4/9

- FR-1 tree planting quality check in Clarke Co with DOF and Madison 4/13
- SL-6 pre-construction meeting and stream crossing survey in Clarke Co with Ben, Madison, Nick, and Brett 4/14
- Quarterly visit with Amanda from DCR 4/15
- Fence staking for SL-6N in Fred Co with Ben 4/16
- Initial visit in Clarke Co for several potential tree planting and streambank stabilization with Madison and Nick 4/16
- Madison taught me how to run through Resource Concerns for our contracts 4/20
- Pre-construction meeting for SL-6N/SL-7 in Fred Co with Ben 4/21
- Pre-construction meeting for steam crossings and DOF visit for future FR-1 in Shen Co with Madison, Ben, and Brett 4/22
- Ben taught Brett and I how to run through the Risk Assessments for manure storage/feeding buildings 4/22
- Study for NMP training in May

Other Activities:

- CTC Meeting 4/2
- Board Meeting 4/9
- STEM Fair at Clarke County High School 4/21
- Earth Week Talk at Westminster- Canterbury 4/23

**Program Support Specialist
Lisa Parks**

Promoting BMPs

- Processed in CAS tracking the 15 new BMPs approved at the April board meeting and mailed Part IIs to participants for signature.
- Created three new CCI-SL-6Ws for producers in Shenandoah County to renew their practices for 5 more years - performed site visit/inspections to ensure BMPs were functional.
- Create one new CCI-SL-6W for a producer in Clarke County to renew their practice for 5 more years - performed site visit/inspection to ensure BMP was functional.

VCAP

- Obtained updates for two In-Progress Frederick County projects - both are on schedule for May completion.

Other Activities:

- Attended DAM Exercise with Shenandoah County Emergency Services in Woodstock, VA - 4/8/2026
 - Updated Lake Birdhaven and Lake Laura Dam Emergency Action Plans with new processes and contacts from the exercise.
- Attended LFSWCD Board Meeting - 4/9/2026
- Attended NRCS Wildlife Structure Training in Bentonville, VA - 4/14/2026
- Attended CAS Tips Training via MS Teams - 4/20/2026
- Attended Pasture Scoring Training in Verona, VA - 4/23/2026
- Attended Appalachian Grazing Conference in Wardensville, WV - 4/30/2026

**Education & Conservation Specialist
Allyson Ponn**

Education:

- Area 1 Envirothon planning + event day
- JR Rangers Camp planning meeting
- VASWCD Education Committee Meeting
- Frog Life Cycle, Field Trip @ Seven Bends State Park
- Laurel Ridge Community College STEM Fair
- Clarke County Family STEM Night
- Earth Day Water Quality talk at Powhatan School
- District talk at Westminster-Canterbury of Shenandoah Valley
- Lone Pine Day/Earth Day at Front Royal

Information:

- LFSWCD Website updates

- Facebook content creation + scheduling
- Scholarship review

Promoting BMPs:

- Conservation Speed Dating at Rockland, Warren County
- SL-1 Verification, Shenandoah County
- SL-8H Reimbursements
- CPC Update comments

Office:

- CTC and Board meeting
- Education and Information Committee Meeting prep
- Area 1 Spring Meeting minutes/notes
- Area 1 Spring Meeting 2027 prep

VACDE/Training:

- Whole Farm Approach training with SVSWCD
- VACDE Quarterly Board meeting prep
- CPC Review
- Graves Planning (x3)
- VACDE Scholarship Meeting
- VAEE Criteria 6 meeting
- VACDE Benevolence Committee Meeting
- Southeast Conservation District Employees Association Mid-year meeting
- VACDE Conservation Planner Certification committee meeting (x3)

Upcoming Events:

- **May 17-18:** State Envirothon at EMU.
- **June 1-5:** JR Ranger Camp at Seven Bends State Park, 9-12PM
- **June 6:** Belle Grove Garden Fest, 8-2pm
- **June 6:** Launch into Summer event at Seven Bends State Park, Time TBD
- **June 8-12:** JR Ranger Camp at Seven Bends State Park

**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 items to report.

**Education & Information
Joan Comanor**

- Allyson can provide you with the names of our scholarship nominee and winners.

**Legislative Committee
Paul Burkholder**

- The following link lays out where we are with our Legislative needs. Please review <https://vaswcd.org/conservation-issues/>

**Personnel
Joan Comanor**

- We will be conducting final performance reviews with staff on May 26, setting performance standards for next fiscal year, doing any updates to standards or job descriptions, and considering pay adjustments to be effective July 1, 2026.

Operations

Justin Mackay-Smith

- There will be an Operations Committee meeting on 5/14 @ 9:30am in the Community Center room, prior to the Board meeting.

Northern Shenandoah Valley Regional Commission

Mary Gessner

Northern Shenandoah Valley Regional Commission - The NSVRC board met on April 16. Staff reported that the Septic Pumpout Program is fully functional throughout their service area (Clarke, Frederick, Page, Shenandoah and Warren Counties). Response has been slow. They continue to work with participating localities to promote the program. Work continues on the BMP Mapping Program, which documents completed conservation practices in a publicly accessible BMP mapping tool. Issues with confidentiality seem to be slowing the process. They continue to try to identify sources of additional funding to support development of the new Regional Water Supply Plan by the October 2029 deadline. Next regularly scheduled meeting is May 21.

Shenandoah County Water Resources Advisory Committee

Joan Comanor

- A meeting has been called for May 13. We will give a verbal update at the meeting. I note that in a recent Supervisors' meeting, there was a lengthy discussion about the drought status and one supervisor commented that we need to get WRAC involved.

Shenandoah Pure Water Forum

Jack Owens

- The First Quarter Board of Directors meeting of the Shenandoah Valley Pure Water Forum was held virtually on March 13, 2026. During the meeting, President Tammy Stone stepped down from her role and will continue serving on the Board as Immediate Past President, representing Rockingham County Public Schools. Jack Owens and Karen Anderson were elected as Co-Presidents of the Forum.
- The non-business portion of the meeting featured a presentation by Tammy Stone on the Rockingham County Draft Environmental Literacy Plan. The presentation was well received and provided an excellent model for how school districts can enhance environmental education, helping students become more knowledgeable and informed about the communities in which they live and learn.
- The next quarterly meeting is scheduled for June and is planned to be held in person in New Market.

Natural Resources Conservation Service (NRCS)

Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)

Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY27 Budgets** should be SWCD board approved no later than July board meetings considering delays in state budget approval and late VSWCB meeting. Continue to work on draft budgets for speedy revisions once VSWCB actions.
- **Next Disbursement letters:** May 11 Disbursement letters for 4th Qtr. cost share and TA will be issued. Pull cost share obligations June 1, disbursement letters will be transmitted to SWCDs June 8.
- **End of FY26 Checklist:** Please reference the FY26 checklist to be sure your district has satisfactorily completed the deliverables in the FY26 Grant Agreements. Any questions, contact your CDC.
- **FY27 Annual Plan of Work:** Should be board approved in June, July at the latest.
- **FY27 Grant Agreements will likely be delayed** due to late state budget and VSWCB policy approvals. You may wish to delegate authority to the board chair to sign Grant agreements.

At-Large Appointed Director terms expire 12/31/2026. Directors, currently holding At-Large appointments, need to let your District know your intentions about seeking re-appointment. SWCD boards must act on At-Large Director appointment recommendations no later than July/August SWCD Board Meeting as reappointment packets are due by September 1st to DCR for consideration by the VSWCB at their September Meeting. Please submit packets to your CDC for review before the deadline.

Reminders from Desktop Procedures and Grant Agreement Deliverables:

- **Review of the current Desktop Procedures** (dated 7/1/24) Each SWCD must ensure that “DCR’s Desktop Procedures is annually reviewed by the District Board or their Finance Committee and **documented in board meeting minutes.**”
- **Conduct an annual review of all District policies and record the review/approval** of these policies in Board meeting minutes. The documented policies should be updated to show the most current review/revision date listed on each policy document or as a header to each page of the document.

AG & COST SHARE ITEMS:

- **Delegated Authority:** If there is any chance that board action is needed for cost share approvals between your May board meeting and the June 15th deadline the board may wish to delegate authority to the Technical/Ag Committee Chair or a board designee to approve final PY26 VACS cost share approvals. The board MUST ratify any delegated authority decisions at their next meeting.
- **PY 2027 VACS Manual** was approved by the VSWCB. It will be posted soon for use in developing secondary considerations.
- **PY 2027 Secondary Considerations:** Requires DCR & SWCD approval and must be submitted for review/approval to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager w/copy to CDC. Must be DCR approved before any PY27 contracts are approved by the district.
- **PY 2027 Average Cost List:** Must be submitted to Sara Bottenfield w/copy to CDC. Requires SWCD board approval before any PY27 contracts are approved.
- **PY 2027 VACS Program Update Sessions: Wednesday, June 17: 1- 4pm or Tuesday, June 23: 9am – noon** Both sessions content will be the same. All Ag Tech staff must attend one. Links to join each session will be sent out soon.
- **Please ensure that when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s).** An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.
- **Unobligated PY26 cost share funds** Unobligated PY26 cost share funds, even if they have been disbursed, will need to be returned to DCR with appropriate TA.
- **Random Verifications for CY26** have been sent to staff and are being scheduled June – Sept.
- **CAS Tips & Tricks Monthly Sessions:** Tune in monthly to learn the latest on the CAS Rebuild and other new features and to share ideas among districts and DCR data management staff. May date will be announced soon
- **Carryovers:** Assess Carryover eligibility and determine what actions are needed for Carryover approvals, practice cancellations, etc. Please review information regarding carryovers in the VACS Manual starting on page II-42. The '*Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27*' is available in Logi (Shared Reports > District Year End Reports > Fiscal Year Closeout Reports) to review the Carryover status of active practices.

For any practices currently in their third Program Year that will not be complete by June 30, 2026, remember that carryover to a fourth Program Year requires approval by DCR prior to consideration by the District Board. **Requests for DCR-approved carryovers must be submitted by May 15, 2026.** To request approval from DCR:

- For each practice, update the Carryover section of the Measurements tab in CAS by selecting "Other (describe in BMP comments)" as one of the justifications and entering a comment on the General tab to thoroughly explain the reasoning for an additional carryover. Include the date and initials of the person entering the request.
- Send an email to sara.bottenfield@dcr.virginia.gov, copying your CDC, with the contract number, instance number, and justification. If you have more than one request, please include them all in a single email.

Upon approval from DCR, the Board approves the practice for the additional carryover. Keep in mind that if a practice is approved for an additional carryover and still not complete by the end of the fourth PY it will be canceled.

DCR Conservation Planner Certification Items:

- **Guidance on when a Conservation Plan Needs to be Re-Approved:**
 - *If a complete board approved conservation plan but **DOES NOT** include the BMP being sought for board approval, the conservation plan **MUST** be approved to include the new BMP. The signature page will need to be updated w/new signatures, and new approval dates entered in CAS, in all cells requiring approval date.
 - *If the BMP was in the original conservation plan approval, then the conservation plan does **NOT** need to be re-approved.
- **DCR Conservation Planner Resources & End of Year Review:** A checklist of grant deliverable requirements and an example of the objective, description of operation and assessment summary was emailed to staff. The documents are for planners to use as a reference.

- **DCR Conservation Planner Certification Courses:** Direct questions to Carl Thiel-Goin or Vanessa Lewis.
2026 In-person training dates for *initial* conservation planner certification courses.
 - **May 20 Stream ID Course – Charlottesville, VA 8am-4:30pm
 - **DCR Agriculture Nutrient Management Training
 - June 15-16, Soil Science, Soil Fertility and Crop Production School, [Registration](#). Required for CP Certification
 - July 7-9, Nutrient Management Plan Writing School, [Registration](#).
 - **October 7-8 VA Resource Training – Online Webinars
 - **RUSLE 2 Part A, B, C - TBD
 - **October 14-16 DCR Conservation Planner Course – In Person Buckingham County

UPCOMING DATES TO REMEMBER:

- May 12: JED Nutrient Management Planning training 9:00-3:30 pm at George Washington Carver Center, 9432 N. James Madison Hwy, Rapidan. DCR Conservation Planner 2 contact hrs.; DCR NM Certification up to 5 CEUs to stay the whole day
 - May 15: Deadline to submit carryover request to DCR for 4th program year approval. All requests must be submitted as a single email to Sara Bottenfield with copy to your CDC)
 - May 29: BMP approvals must be in CAS by COB for disbursement in June
 - June 15: Deadline for obligating PY26 VACS funds**
 - June 16: VASWCD Quarterly Meeting (virtual)
 - June 17: VA Soil & Water Conservation Board Mtg, Location TBD
 - June 17: PY27 VACS Program Update Session 1:00-4:00 pm (virtual)
 - June 23: PY27 VACS Program Update Session 9:00-Noon (virtual)
 - July 10: Potomac Council & Potomac Watershed Roundtable Meetings (Virtual), Loudoun host
 - July 15: End of Year (EOY) Reports due to DCR (Cash Balance & Carryover Reports; Att Es and Financials)
 - July 15: Area II member District’s Legislative agendas due to Area II Chairman, Peter Holden w/copy to CDC
 - July: PY27 CAS Virtual Training (required of all Ag Tech staff) Two Dates and times TBD
 - July 30: Deadline for resolution of all QAQC issues.
 - Aug 18-20: VACDE Annual Training at Graves Mountain Lodge
 - Oct 1: CWFA Nominations for Local and Grand Basin award applications due to DCR
 - Oct 9: Potomac Council & Potomac Watershed Roundtable meetings (in person), John Marhsall host
- CDC Report sent to districts 5/4/2026.*

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)

- **Back Creek, Eidson Creek and Jennings Branch TMDL Kick Off Meeting:** The Virginia Department of Environmental Quality will be holding a community meeting to kick off the development of a water quality study (also known as a Total Maximum Daily Load or TMDL) of Back Creek, Eidson Creek and Jennings Branch in Augusta County (a map of the project area is attached below). The meeting will be held on **May 11 from 6:00 p.m. - 7:30 p.m. at Buffalo Gap High School (1800 Buffalo Gap Hwy, Swoope).**
These streams were recently placed on Virginia’s impaired waters list, when monitoring of aquatic insects by DEQ showed that these streams were not supporting the aquatic life use designation. This meeting will serve as an opportunity for local residents to learn about the condition of the streams, share information about the area, and become involved in the process of local water quality improvement.

The water quality study to be developed will identify likely pollutant(s) that are negatively impacting stream health and will recommend reductions in these pollutant(s) to meet a Total Maximum Daily Load (TMDL) for these impaired waterways. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. Through this process, Virginia agencies will partner with interested local stakeholders to identify pollutant sources in the watersheds, and the reductions needed from these sources to meet the TMDL.

- May begins the six-month nuisance algae monitoring season. VRO Water Monitoring Staff collect observations monthly starting in May and lasting until October. For the 2026 Season, six stations will be monitored, four on the North Fork Shenandoah River and two on the South Fork Shenandoah River. Please contact Tara Wyrick with any questions at tara.wyrick@deq.virginia.gov.

MISC.

- Notice was received from Frederick County Director, Jack Owens that he would be resigning from his position effective May 29, 2026.

Motion: Recommend the Board approve the resignation request of Frederick County Director, Jack Owens effective May 29, 2026.

MINUTES

The April 9, 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
Paul Burkholder
Reid Hoak (arrived to meeting at 10:42 am)
Emma Bricker
Mark Huddleston

Associate Directors

Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS
Cynthia Fairbanks, VA Cooperative Ext.

LFSWCD Staff Members

Allyson Ponn
Ben Loyd
Sarah Fleming
Madison Coffey
Lisa Parks
Brett Ramer
Olivia Donachie
Nick Livesay

Absent Directors or Staff:

Robert Clark
Kermit Gaither
Jack Owens
Jason Bushong
Stephanie Shillingburg
Dana Gochenour

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

Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- Joan congratulated Olivia Donachie and Brett Ramer for successfully completing their first 6 months of employment with the District.
- General discussion/update of Area I Spring meeting and Quarterly VASWCD meeting by Paul.

MOTION: Board approval of the March 12, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Treasurer & Finance Report: Stephanie Shillingburg

- In Stephanie’s absence Sarah reminded Committee Chairs to send Budget requests to her by April 15th.
- There will be a committee meeting held May 14, 2026, at 9:00am in the office conference room.

MOTION: to Accept and file for audit the Treasurer’s Report/Documents for March 2026 (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- On leave

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Spring is here and with that lots of site visits and out of office happenings.
- Discussion on ASA complaint and equipment rental inquiries.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Lots of on-site visits and fence staking.
- Starts her Leadership course on 4/10.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of initial, follow-up and close-out site visits happening.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Highlighted his Spring Tree ID Hike being held at Seven Bends State Park Saturday May 9th

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Lots of Cover Crop finalization items.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- VCAP still going strong.
- Will be contacting more participants for eligible CCI projects.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Gave an update on our Local Envirothon.
- Highlighted upcoming events.
 - Area I Envirothon – April 28, Grand Caverns
 - State Envirothon May 17-18, EMU, Harrisonburg

Reid Hoak arrived to the meeting at 10:42am

Committee Updates:

Conservation Technical - Mary Gessner

- The CTC reviewed the Audit letter during their committee meeting and have developed checks and balances amongst staff to help remedy the errors found. Staff will have a secondary checklist for file review performed by the Conservation Programs Manager (CPM) or fellow Conservation Specialist when the CPM is unavailable.
- Mary reviewed the CTC Report.
 - Motions are as follows:

Motion 1:	Motion to recommend the board approve cost share for CCI-SL-6W and CCI-FRB-1 for contract 13-26-0110.											
	N/A	13-26-0110	736962	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	161	22.87	N	\$	7,350.00
	N/A	13-26-0110	736994	Shenandoah	Forested Riparian Buffer - Main	CCI-FRB-1	High	125	40.42	N	\$	922.00

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

Motion 2:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0049 SL-1.											
	CP-13-26-0034	13-26-0049	736672	Shenandoah	Long Term Vegetative Cover of	SL-1	High	114	29.76	N	\$	2,840.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 3:	Motion to recommend the board approve conservation and cost share for all SL-1 instances for contract 13-26-0112.											
	CP-13-26-0033	13-26-0112	737159	Shenandoah	Long Term Vegetative Cover of	SL-1	High	101	25.07	N	\$	6,480.00
	CP-13-26-0033	13-26-0112	737163	Shenandoah	Long Term Vegetative Cover of	SL-1	High	99	33.86	N	\$	40,080.00
	CP-13-26-0033	13-26-0112	737162	Shenandoah	Long Term Vegetative Cover of	SL-1	High	98	34.32	N	\$	66,720.00
	CP-13-26-0033	13-26-0112	737160	Shenandoah	Long Term Vegetative Cover of	SL-1	High	97	29.55	N	\$	15,120.00
	CP-13-26-0033	13-26-0112	737161	Shenandoah	Long Term Vegetative Cover of	SL-1	High	94	34.15	N	\$	28,800.00

Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0050 SL-1.											
	CP-13-26-0009	13-26-0050	671019	Frederick	Long Term Vegetative Cover of	SL-1	Medium	108	30.06	N	\$	12,960.00

Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 5:	Motion to recommend the board approve conservation plan and cost share for SL-6N and SL-7 for contract 13-26-0111.										
CP-13-26-0032	13-26-0111	737165	Frederick	Extension of Watering System	SL-7	Medium	80	45.56	N	\$	9,867.55
CP-13-26-0032	13-26-0111	737149	Frederick	Stream Exclusion with Narrow	SL-6N	Medium	75	21.07	Y	\$	41,909.73

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 6:	Motion to recommend the board approve cost share for contract 13-26-0086 CCI-SL-6N.										
N/A	13-26-0086	737191	Clarke	Stream Exclusion with Narrow	CCI-SL-6N	Low	116	36.44	N	\$	10,908.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 7:	Motion to recommend the board approve the remainder of the CTC minutes as presented.										
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 8: Motion to recommend the board approve the following tax credits as presented during the board meeting.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-25-0045	13-25-0059	651977	Fred./Long Term Veg. Cover on Croplan	SL-1	\$ 315.67
CP-13-26-0017	13-26-0024	721691	Shen./Long Term Veg. Cover on Croplan	SL-1	\$ 160.44

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

Motion 9: Motion to recommend the board approve the following cost share increase as presented during the board meeting.

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-26-0036	13-26-0113	737561	Shenandoah	Long Term Veg. Cover	SL-1	H	112	29.98	N	\$ 6,745.00

Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Dam Safety & Conservation Easements - Jim Fagan

- Tabletop Exercise was held April 8, 2026, w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - DCR Engineer Charles Wilson led the exercise. Others in attendance were The Town of Strasburg, Shenandoah Co. Sheriff’s Office, VDOT, Shenandoah County EMS.
- Emergency Action / Protocol discussion was had.

Education & Information – Joan Comanor

- There will be a committee meeting held after the April 9, 2026, board to discuss YCC and Scholarship applications.

MOTION: DELEGATE AUTHORITY TO ED & INFO COMMITTEE TO SELECT A NOMINEE IF ANY FOR A VASWCD SCHOLARSHIP AND LOCAL SCHOLARSHIP IF WARRANTED. **Motion made by Paul Burkholder, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.** *Robert Clark, Kermit Gaither, and Jack Owens were absent at the time of vote.

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

*Robert Clark					*Jack Owens			
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Legislative – Paul Burkholder

- Shared some info from VASWCD Marketing committee. Reminded it is still very important to let delegates and other citizens know what it is we do.
- Possibilities of Association dues increasing in FY27.

Personnel – Joan Comanor

- Joan requested for Madison, in Dana’s absence, to get with staff and come up with several possible dates for annual staff reviews in mid to late May.

Operations – Justin Mackay-Smith

- Allyson will be sending a reminder email for the review of the Annual Plan of Work and Strategic Plan. Please complete the requested tasks ASAP.
- There will be a committee meeting on May 14, 2026, at 9:30am in the Community Center Room.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No items to report.

Shenandoah Pure Water Forum – Jack Owens

- Absent

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report highlighting key items of importance.

Virginia Cooperative Extension: Robert “Bobby” Clark

- Bobby was absent from the meeting.
- Cynthia Fairbanks attended the meeting. She shared a few upcoming events she will be hosting.
 - Backyard Chickens
 - Famacha Scoring

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, and Jack Owens were absent at the time of vote.

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

The meeting adjourned at approximately 11:40am.

Respectfully submitted,
Sarah R. Fleming,
Board Secretary

Approved by the Board through motion on:

LFSWCD ED & INFO COMMITTEE MEETING MINUTES

April 9, 2026

Committee members present: J. Comanor, M. Gessner, and E. Bricker.

Staff advisors present: S. Fleming, and A. Ponn

The meeting was called to order at 12pm at the Strasburg Community Center.

1. The committee and advisors discussed the Envirothon competition held on March 25th at Museum of the Shenandoah Valley. Committee members shared feedback on the two participating teams, Sherando HS and Massanutten Regional Governor's School (MRGS). Allyson informed the committee that both teams planned to participate at the Area 1 Envirothon competition on April 28th at Grand Caverns Park.

The committee had a brief discussion on team participation and the hurdles the District faced when soliciting team participation. There were many scheduling conflicts for the local FFA and Ag students and snow days impacted availability.

2. No Youth Conservation Camp applications were received. Allyson informed the committee that she had provided the application and information to all Ag teachers within in the service area.
3. The committee reviewed the scholarship applications received and proposed the following:
 - a. James Bilbow's application will be forwarded for state review. He will also receive a \$500 local scholarship.
 - b. Sadie Lineweaver will receive a \$500 local scholarship.
 - c. Lauren Anthony will receive a \$500 local scholarship.

Motion to approve the proposed submissions and local scholarship awards made by E. Bricker, seconded by M. Gessner. Motion passes.

4. The committee reviewed the Education and Information Committee portion of the Annual Plan of Work. Two edits were suggested: Under Information/Communication Tasks, bullet 3 change wording to "Continue supporting". Under Special Events/Activities Tasks, add bullet for hosting Area 1 Spring meeting.

Motion to make proposed edits to Annual Plan of Work made by J. Comanor, seconded by M. Gessner. Motion passes.

5. The committee reviewed the annual budget to submit to the Finance committee. General discussion for funding under each line item and how spending was for PY2026.

The committee discussed increasing the local scholarship fund from \$1,500 to \$2,000. With the addition of Area 1 Spring meeting to the Special Events for PY2027, the committee added a line item of \$1,000 to support the event.

Motion to increase scholarship fund and add line item for Area 1 Spring meeting made by J. Comanor, seconded by M. Gessner. Motion passes.

6. The committee briefly discussed the Area 1 Spring meeting. LFSWCD will host in spring 2027. Allyson informed the committee that she has started to reach out to potential venues to get prices. The committee discussed potential catering options and would like to contract Triplett Tech Culinary if possible.

Allyson shared with the committee the idea of hosting a tour after the meeting concluded. She said Megen Dalton informed her that they used to include tours prior to COVID. The committee discussed potential tour locations, including Rt. 11 Chips or Jon Henry Store.

There being no further business, the committee adjourned at 12:50 pm.

Respectfully submitted,
Allyson Ponn, Education and Conservation Specialist
Joan Comanor, Committee Chair

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

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Board of Directors													
Joan Comanor, Vice Chair	x	x	x	x	x	x	x	x	x	x	x		
Mary Gessner	x	x	x	x	x	A	x	x	x	x	x		
James Fagan	x	x	x	x	A	x	x	x	x	A	x		
Kermit Gaither	A	x	x	x	A	x	A	A	A	x	A		
Jack Owens	x	x	x	x	x	x	A	x	x	x	A		
Paul Burkholder	x	A	A	A	x	A	x	x	x	A	x		
Reid Hoak	x	x	A	A	x	A	A	x	A	x	x		
Justin MacKay-Smith	x	x	x	x	x	x	x	x	x	x	x		
Randy Buckley	x	x	x	x	x	x	x	x	A	x	x		
Robert Clark	x	x	x	x	A	A	x	x	x	A	A		
Emma Bricker	x	A	x	x	A	x	x	A	A	x	x		
Mark Huddleston	x	A	x	x	A	x	x	A	A	x	x		
Associate Board of Directors													
Stephanie Shillingburg, Treasurer	x	A	A	A	x	x	x	x	A	x	A		
Jason Bushong	A	A	A	A	A	A	A	A	A	A	A		
Ed Pendleton	x	A	x	A	x	x	A	A	x	x	x		
Staff													
Madison Coffey	x	x	x	x	x	x	x	x	x	x	x		
Sarah Fleming	x	x	x	x	x	x	x	x	x	x	x		
Dana Gochenour	x	x	x	x	x	x	x	x	A	A	x		
Nick Livesay	x	x	x	x	x	x	x	x	x	A	A		
Allyson Ponn	A	x	x	x	x	x	A	A	A	x	x		
Lisa Parks	x	x	x	x	x	x	x	x	x	x	x		
Ben Loyd	x	x	x	x	x	A	x	x	x	x	x		
Brett Ramer						x	x	x	x	x	x		
Olivia Donachie						x	x	x	x	x	x		
Guests													
Debbie Cross, DCR	x	x	x	x		x	x	x		x	x		
Brent Baritteau, NRCS	x		x				x	x	x	x	x		
Cynthia Fairbanks, Ext. office									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	4/9/2026										
Finance	9/11/2025	1/8/2026	5/14/2026									
Legislative	12/11/2025											
Personnel	9/16/2025 closed session for interviews				1/14/2025 closed session for Personnel Reviews				5/26/2026 closed session for Personnel Reviews			
Operations	5/14/2026											

* tentative dates

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

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

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

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

Lord Fairfax Soil and Water Conservation District Budget vs. Actual - Operating July 2025 through April 2026

	Jul '25 - Apr 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	783,639.44	560,000.00	139.9%
Total Income Designated Receipts	869,420.34	569,000.00	152.8%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	9,962.25	13,283.00	75.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	12,100.00	0.00	100.0%
Total County/City Contributions	66,912.25	58,133.00	115.1%
DCR Annual Operations Funds	413,183.00	413,183.00	100.0%
EOL Varification Earnings	11,000.00		
Interest Income	98,163.28	12,000.00	818.0%
Other Income			
Donations	400.00	400.00	100.0%
Refunds/Reimbursements	546.04		
Total Other Income	946.04	400.00	236.5%
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
Total VCAP	14,683.00		
Total Undesignated Receipts	604,887.57	483,716.00	125.1%
Total Income	1,474,307.91	1,052,716.00	140.0%
Gross Profit	1,474,307.91	1,052,716.00	140.0%
Expense			
Community Garden/Harvest Fest.	42.10	1,000.00	4.2%
Awards Banquet	3,126.72	3,000.00	104.2%
Dam Maintenance (Expenses)	4,500.00	6,000.00	75.0%
District Regular Expenses			
Board Expenses	5,703.99	15,000.00	38.0%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	250.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,617.00	5,000.00	92.3%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon			
Envirothon Expenditures	237.80		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	237.80	1,000.00	23.8%
Outreach Event(s)	59.32	1,000.00	5.9%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

05/04/26

July 2025 through April 2026

Cash Basis

	<u>Jul '25 - Apr 26</u>	<u>Budget</u>	<u>% of Budget</u>
Total Scholarships	0.00	2,000.00	0.0%
Total Ed & Info / Public Outreach	297.12	4,800.00	6.2%
Insurance	2,316.00	2,000.00	115.8%
Office Expenses			
Bank Fees/Serv Charge	72.00		
IT Services & Support / Web	5,894.23	10,000.00	58.9%
Office Equipment	9,711.81	10,000.00	97.1%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,488.00	5,000.00	89.8%
Office Supplies	4,050.41	5,500.00	73.6%
Postage	1,170.97	1,250.00	93.7%
Telephone/Internet	4,394.90	6,500.00	67.6%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	29,782.32	52,750.00	56.5%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	1,909.70	2,400.00	79.6%
Staff Mileage/Training	5,440.66	7,500.00	72.5%
Staff Salaries & Benefits	558,663.71	790,350.00	70.7%
Total Personnel/Staff Expenses	566,014.07	803,850.00	70.4%
Vehicle Gas & Service	3,257.81	7,000.00	46.5%
Total District Regular Expenses	611,988.31	890,400.00	68.7%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	631,940.13	900,400.00	70.2%
Net Ordinary Income	842,367.78	152,316.00	553.0%
Net Income	842,367.78	152,316.00	553.0%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of April 30, 2026

05/04/26
Cash Basis

	Apr 30, 26
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
Total Dedicated Reserves	1,960,000.00
Operations	
DCR Operating Funds	662,332.65
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,354.30
Donations	2,000.00
Total Other Income	4,354.30
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,303.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
Total Community Garden/Harvest Fest.	4,790.92
Total Special Projects	4,790.92
Sales/Services	2,063.70
Interest	150,419.30
Local Gov't Funds	88,802.30
Total Operations	976,360.84
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	590,265.56
Total VNRCF TA	590,265.56
VCAP TA	2,400.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS Transfer (24)	23,512.50
2026 CB VACS	4,795,515.97
2025 CB VACS	3,641,705.77
2024 CB VACS	2,051,533.28
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	309,864.64
2022 CB VACS	164,749.88
Total WQIA	11,058,264.27
Total Cost Share Funds	11,058,264.27
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of April 30, 2026

05/04/26

Cash Basis

	<u>Apr 30, 26</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>11,652,288.77</u>
TOTAL	<u><u>14,588,649.61</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,131,523.13
Cleared Transactions						
Checks and Payments - 4 items						
Check	04/08/2026	4061	Ralph A. Stickman	X	-25,388.00	-25,388.00
Check	04/08/2026	4059	The Wild Wild West...	X	-5,707.50	-31,095.50
Check	04/15/2026	4062	RSP Enterprises, LC	X	-10,908.00	-42,003.50
Check	04/15/2026	4063	Danny L Rosenberger	X	-300.00	-42,303.50
Total Checks and Payments					-42,303.50	-42,303.50
Deposits and Credits - 1 item						
Deposit	04/30/2026			X	31,025.04	31,025.04
Total Deposits and Credits					31,025.04	31,025.04
Total Cleared Transactions					-11,278.46	-11,278.46
Cleared Balance					-11,278.46	11,120,244.67
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/08/2026	4060	Harry B. Polk, Jr.		-3,038.25	-3,038.25
Check	04/15/2026	4064	Scott D. Stickleby		-2,885.00	-5,923.25
Total Checks and Payments					-5,923.25	-5,923.25
Total Uncleared Transactions					-5,923.25	-5,923.25
Register Balance as of 04/30/2026					-17,201.71	11,114,321.42
Ending Balance					-17,201.71	11,114,321.42

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 04/30/2026

	<u>Apr 30, 26</u>
Beginning Balance	3,665,783.61
Cleared Transactions	
Checks and Payments - 14 items	-200,908.27
Deposits and Credits - 1 item	9,901.20
Total Cleared Transactions	<u>-191,007.07</u>
Cleared Balance	<u>3,474,776.54</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-448.35</u>
Total Uncleared Transactions	<u>-448.35</u>
Register Balance as of 04/30/2026	<u>3,474,328.19</u>
Ending Balance	3,474,328.19

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 04/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,665,783.61
Cleared Transactions						
Checks and Payments - 14 items						
Check	03/31/2026	5644	Max Real Group, LLC	X	-408.00	-408.00
Check	03/31/2026	5639	Virginia Business Sy...	X	-286.26	-694.26
Check	03/31/2026	5642	Shentel	X	-203.68	-897.94
Check	03/31/2026	5640	Queen Street Diner	X	-184.80	-1,082.74
Check	03/31/2026	5643	Sarah R. Fleming	X	-47.85	-1,130.59
Check	03/31/2026	5641	VASWCD	X	-40.00	-1,170.59
Check	03/31/2026	5645	Allyson Ponn	X	-36.71	-1,207.30
Check	04/08/2026	5646	Treasurer, Shenand...	X	-196,241.36	-197,448.66
Check	04/08/2026	5647	Virginia Business Sy...	X	-584.00	-198,032.66
Check	04/08/2026	5648	Olivia Donachie	X	-249.09	-198,281.75
Check	04/15/2026	5651	Card Services	X	-1,854.02	-200,135.77
Check	04/15/2026	5649	Max Real Group, LLC	X	-408.00	-200,543.77
Check	04/15/2026	5650	Queen Street Diner	X	-268.80	-200,812.57
Check	04/15/2026	5654	Edward Pendleton	X	-95.70	-200,908.27
Total Checks and Payments					-200,908.27	-200,908.27
Deposits and Credits - 1 item						
Deposit	04/30/2026			X	9,901.20	9,901.20
Total Deposits and Credits					9,901.20	9,901.20
Total Cleared Transactions					-191,007.07	-191,007.07
Cleared Balance					-191,007.07	3,474,776.54
Uncleared Transactions						
Checks and Payments - 2 items						
Check	04/15/2026	5653	Purchase Power		-247.89	-247.89
Check	04/15/2026	5652	Pitney Bowes Globa...		-200.46	-448.35
Total Checks and Payments					-448.35	-448.35
Total Uncleared Transactions					-448.35	-448.35
Register Balance as of 04/30/2026					-191,455.42	3,474,328.19
Ending Balance					-191,455.42	3,474,328.19

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2026

	<u>Apr 30, 26</u>
Beginning Balance	11,131,523.13
Cleared Transactions	
Checks and Payments - 4 items	-42,303.50
Deposits and Credits - 1 item	31,025.04
Total Cleared Transactions	<u>-11,278.46</u>
Cleared Balance	<u>11,120,244.67</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-5,923.25</u>
Total Uncleared Transactions	<u>-5,923.25</u>
Register Balance as of 04/30/2026	<u>11,114,321.42</u>
Ending Balance	<u>11,114,321.42</u>

5.7.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: M. Gessner
Members Present: J. Mackay-Smith, R. Clark, E. Pendleton
Members Absent: R. Buckley, J. Bushong
Others Present: D. Cross (online), B. Loyd, N. Livesay, O. Donachie, B. Ramer, L. Parks, A. Ponn

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

Board Approved: _____
 Signature _____ Date _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 4/9/2026 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 4/27/2026	Obligated - Paid as of 4/27/2026	Obligated as of 4/27/2026	Total Allocation from DCR
2026 CB VACS	\$ 3,610,117.91	\$ 55,944.51	\$ 179,814.61	\$ 3,845,877.03	\$ 681,194.44	\$ 3,164,682.59	\$ 8,684,986.72	\$ 4,853,382.56	\$ 5,023,818.19	\$ 8,616,653.00
2026 CB VACS Transfer (2024)	\$ -			\$ -		\$ -	\$ 23,512.50	\$ 23,512.50		
Total Obligated for 2026 CB VACS								\$ 5,023,818.19		
Percent Obligated for 2026 CB VACS								58.30%		

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

Discussion: Review Cancellation/Underbudgets; Tax Credit Approvals; New Project Approvals; SL-10 Contract 13-24-0082 Transfer of Responsibility; SL-1 Potential EAN Discussion; Koon Equipment Tax Credit; Strategic Plan Survey Results;

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-26-0001	659879	2026 CB VACS	SL-7	\$ 8,884.71	\$ 3,585.24	Complete - Not Paid	BL	
13-26-0094	732476	2026 CB VACS	FR-3	\$ 9,273.00	\$ -	Complete - Not Paid	NL	
13-26-0024	721691	2026 CB VACS	SL-1	\$ 912.90	\$ 160.44	Complete	MC	TC approved at April Board meeting
ALL CC UB		2026 CB VACS		\$ 52,276.80				See attached list for all cover crop underbudgets
ALL CC CAN.		2026 CB VACS		\$ 108,467.20				See attached list for all cover crop cancellations
13-26-0104	735335	2026 CB VACS	FR-1	\$ 187.50	\$ -	Complete - Not Paid	OD/MC	
Total of Cancellations and Underbudgets:				\$ 180,002.11				

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
	13-26-0001	659879	Clarke/Extension of a Grazing System	SL-7	\$ 3,585.24			X	Complete - Not Paid	BL	
CP-13-25-0001	13-25-0001	590033	Clarke/Long Term Veg. Cover on Cropland	SL-1	\$ 676.42			X	Carryover	OD/MC	
<i>Total Tax Credits presented for approval:</i>					<i>\$ 4,261.66</i>						
Total Tax Credits Approved:					\$ 4,261.66						

2026 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-26-0036	13-26-0113	737561	Shenandoah	Long Term Veg. Cover on	SL-1	H	112	29.98	N	\$ 6,745.00			X	Approved	NL	approved at the April Board Meeting
N/A	13-26-0072	738000	Shenandoah	Stream Exclusion with Wi	CCI-SL-6W	High	110	24.88	N	\$ 2,625.00			X	Unapproved	LP	
N/A	13-26-0120	738373	Shenandoah	Stream Exclusion with Wi	CCI-SL-6W	High	110	36.46	N	\$ 2,413.75			X	Unapproved	LP	
CP-13-25-0056	13-26-0117	737958	Shenandoah	Prescribed Grazing Land	SL-10	High	109	25.74	N	\$ 16,500.00			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737938	Shenandoah	Extension of Watering Sys	SL-7	High	102	25.48	N	\$ 12,848.00			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737966	Shenandoah	Agricultural Sinkhole Prot	WQ-11	High	102	45.80	N	\$ 7,680.75			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737971	Shenandoah	Agricultural Sinkhole Prot	WQ-11	High	100	45.80	N	\$ 5,022.19			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737976	Shenandoah	Agricultural Sinkhole Prot	WQ-11	High	100	45.80	N	\$ 4,248.75			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737975	Shenandoah	Agricultural Sinkhole Prot	WQ-11	High	97	45.80	N	\$ 10,745.63			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737942	Shenandoah	Stream Protection Fencing	WP-2W	High	96	25.05	N	\$ 5,787.94			X	Unapproved	BL	
CP-13-25-0056	13-26-0117	737936	Shenandoah	Stream Exclusion with Wi	SL-6W	High	91	25.73	Y	\$ 183,819.00			X	Unapproved	BL	
N/A	13-26-0115	737899	Clarke	Stream Exclusion with Wi	CCI-SL-6W	Medium	131	28.37	N	\$ 2,363.75			X	Unapproved	LP	
N/A	13-26-0116	737928	Shenandoah	Stream Exclusion with Wi	CCI-SL-6W	Medium	107	35.36	N	\$ 3,500.00			X	Unapproved	LP	
CP-13-26-0035	13-26-0114	737660	Clarke	Stream Exclusion with Wi	SL-6W	Medium	96	12.88	Y	\$ 239,751.50			X	Unapproved	BL	
CP-13-26-0037	13-26-0118	738213	Clarke	Stream Exclusion with Wi	SL-6W	Medium	93	15.00	Y	\$ 125,634.75			X	Unapproved	BL	
CP-13-26-0037	13-26-0118	737978	Clarke	Stream Exclusion with Wi	SL-6W	Medium	91	13.38	Y	\$ 51,508.43			X	Unapproved	BL	

Total 2026 CB VACS Contracts Awaiting Variance Review:

Total 2026 CB VACS Contracts Presented for Approval: \$ 681,194.44

Total 2026 CB VACS Funds Approved: \$ 681,194.44

VCAP

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

Cover Crop Underbudgets

Contract #	Instance #	Practice Code	Amount Underbudget
13-26-0063	730909	SL-8H	\$ 1,152.60
13-26-0052	730483	SL-8H	\$ 643.80
13-26-0048	730470	SL-8B	\$ 1,778.00
13-26-0043	730382	SL-8B	\$ 5,034.60
13-26-0019	721570	SL-8B	\$ 3,325.00
13-26-0049	730475	SL-8H	\$ 2,140.00
13-26-0055	730578	SL-8B	\$ 708.40
13-26-0055	730539	SL-8B	\$ 210.00
13-26-0079	731642	SL-8H	\$ 434.80
13-26-0067	731355	SL-8H	\$ 252.00
13-26-0067	731384	SL-8B	\$ 2,988.00
13-26-0044	730408	SL-8H	\$ 255.20
13-26-0034	726099	SL-8B	\$ 500.00
13-26-0041	730250	SL-8B	\$ 3,923.40
13-26-0041	730219	SL-8B	\$ 5,409.00
13-26-0060	730790	SL-8B	\$ 16,448.00
13-26-0068	731480	SL-8B	\$ 7,074.00
			\$ 52,276.80

5.7.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Cover Crop Cancellations

Contract #	Instance #	Practice Code	Amount	Underbudget
13-26-0063	730920	SL-8B	\$	5,376.00
13-26-0078	731641	SL-8B	\$	11,689.20
13-26-0052	730485	SL-8B	\$	1,519.00
13-26-0046	730427	SL-8B	\$	3,205.80
13-26-0046	730455	SL-8B	\$	973.00
13-26-0046	730457	SL-8B	\$	2,489.40
13-26-0048	730472	SL-8B	\$	928.90
13-26-0048	730471	SL-8B	\$	757.40
13-26-0048	730474	SL-8B	\$	1,467.90
13-26-0045	730401	SL-8H	\$	308.00
13-26-0053	730496	SL-8B	\$	4,900.00
13-26-0051	731323	SL-8B	\$	2,429.70
13-26-0051	731256	SL-8B	\$	5,250.70
13-26-0054	730730	SL-8H	\$	120.00
13-26-0047	730466	SL-8B	\$	7,934.50
13-26-0047	730468	SL-8B	\$	7,382.20
13-26-0062	730812	SL-8B	\$	1,760.00
13-26-0067	731377	SL-8B	\$	6,329.40
13-26-0067	731386	SL-8B	\$	7,984.00
13-26-0028	730494	SL-8B	\$	2,160.90
13-26-0028	730493	SL-8B	\$	765.00
13-26-0069	731398	SL-8B	\$	1,380.40
13-26-0069	731402	SL-8B	\$	1,483.60
13-26-0068	731477	SL-8B	\$	2,880.00
13-26-0068	731478	SL-8B	\$	810.00
13-26-0068	731481	SL-8B	\$	450.00
13-26-0068	731501	SL-8B	\$	1,269.90
13-26-0068	734502	SL-8B	\$	1,954.80
13-26-0068	731504	SL-8B	\$	5,226.30
13-26-0068	731406	SL-8M	\$	1,350.00
13-26-0068	731407	SL-8M	\$	540.00
13-26-0068	731475	SL-8M	\$	1,170.00
13-26-0041	730236	SL-8B	\$	1,504.00
13-26-0041	730239	SL-8B	\$	2,490.40
13-26-0041	730240	SL-8B	\$	806.40
13-26-0041	730245	SL-8B	\$	1,460.00
13-26-0041	730306	SL-8B	\$	2,294.40
13-26-0061	730805	SL-8H	\$	80.00
13-26-0047	730465	SL-8B	\$	5,586.00
			\$	108,467.20

5.7.2026 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 4/9/2026 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 4/27/2026	Obligated - Paid as of 4/27/2026
2022 CB VACS	\$ -			\$ -	\$ -	\$ -	\$ 164,749.88	\$ 164,749.88
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -	\$ 71,382.23	\$ 71,382.23
2023 CB VACS	\$ 4,016.64			\$ 4,016.64	\$ -	\$ 4,016.64	\$ 309,864.64	\$ 305,848.00
2024 CB VACS	\$ 66,250.42		\$ 65,949.05	\$ 132,199.47	\$ -	\$ 132,199.47	\$ 2,051,533.28	\$ 1,939,734.28
2025 CB VACS	\$ 448,269.04		\$ 1,405.30	\$ 449,674.34	\$ 57,774.56	\$ 391,899.78	\$ 3,641,705.77	\$ 3,192,031.43

CREP

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Est. CREP Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes	
							Total CREP Approved:	\$	-					

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-25-0059	651977	2025 CB VACS	SL-1	\$ 1,405.30	\$ 315.67	Complete	MC	TC approved at the April Board meeting
13-24-0093	586068	2024 CB VACS	FR-1	\$ 27,361.50	\$ -	Cancelled	BL	cancelled at participant's request
13-24-0093	586157	2024 CB VACS	FR-3	\$ 38,587.55	\$ -	Cancelled	BL	cancelled at participant's request
					Total of Cancellations and Underbudgets:	\$	67,354.35	

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
								<i>Total 2023 CB VACS Transfer Funds Presented for Approval:</i>	\$	-				
								Total 2023 CB VACS Transfer Funds Approved:	\$	-				

2023 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2023 CB VACS Contracts presented for approval:</i>								\$						
Total 2023 CB VACS Funds Approved:								\$						

2024 CB VACS

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2024 CB VACS Funds Presented for Approval:</i>								\$						
Total 2024 CB VACS Funds Approved:								\$						

2025 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-25-0001	590033	Clarke/Long Term Veg. Cover on Croplan	SL-1					\$ 19,817.06			x	Carryover	OD/MC	increase needed for complete replant at guidance of VCE/staff due to excessive weed pressure and drought
13-25-0107	653703	Shen/Stream Exclusion with Wide Buffer	SL-6W					\$ 37,957.50			x	Carryover	NL	increase needed for dry well at geologist selected site
<i>Total 2025 CB VACS Contracts presented for approval:</i>								\$						57,774.56
Total 2025 CB VACS Funds Approved:								\$						57,774.56

5.7.2026 CTC Meeting Motions and Vote Tally

Motion 1: Motion to recommend the board approve tax credits for contract 13-26-0001 SL-7 and 13-25-0001 SL-1.											Made By: JMS, RC		
	13-26-0001	659879	Clarke/Extension of a Grazing System	SL-7						\$	3,585.24	Vote	#
CP-13-25-0001	13-25-0001	590033	Clarke/Long Term Veg. Cover on Cropland	SL-1						\$	676.42	Yay	4
												Nays	0
												Abstains	0
Abstentions:											Motion Passes		

Motion 2: Motion to recommend the board approve cost share for CCI-SL-6W for contract 13-26-0072 .											Made By: RC, JMS		
N/A	13-26-0072	738000	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	High	110	24.88	N	\$	2,625.00	Vote	#
												Yay	4
												Nays	0
												Abstains	0
Abstentions:											Motion Passes		

Motion 3: Motion to recommend the board approve cost share for CCI-SL-6W for contract 13-26-0120.											Made By: RC, EP		
N/A	13-26-0120	738373	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	High	110	36.46	N	\$	2,413.75	Vote	#
												Yay	4
												Nays	0
												Abstains	0
Abstentions:											Motion Passes		

Motion 4: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0117 SL-10.											Made By: JMS, EP		
CP-13-25-0056	13-26-0117	737958	Shenandoah	Prescribed Grazing Land Manag	SL-10	High	109	25.74	N	\$	16,500.00	Vote	#
												Yay	4
												Nays	0
												Abstains	0
Abstentions:											Motion Passes		

Motion 5: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0117 SL-7/SL-6W.											Made By: JMS, EP		
CP-13-25-0056	13-26-0117	737938	Shenandoah	Extension of Watering Systems	SL-7	High	102	25.48	N	\$	12,848.00	Vote	#
CP-13-25-0056	13-26-0117	737936	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	91	25.73	Y	\$	183,819.00	Yay	4
												Nays	0
												Abstains	0
Abstentions:											Motion Passes		

Motion 6: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0117 WQ-11's.											Made By: JMS, EP		
CP-13-25-0056	13-26-0117	737966	Shenandoah	Agricultural Sinkhole Protection	WQ-11	High	102	45.80	N	\$	7,680.75	Vote	#
CP-13-25-0056	13-26-0117	737971	Shenandoah	Agricultural Sinkhole Protection	WQ-11	High	100	45.80	N	\$	5,022.19	Yay	4
CP-13-25-0056	13-26-0117	737976	Shenandoah	Agricultural Sinkhole Protection	WQ-11	High	100	45.80	N	\$	4,248.75	Nays	0
CP-13-25-0056	13-26-0117	737975	Shenandoah	Agricultural Sinkhole Protection	WQ-11	High	97	45.80	N	\$	10,745.63	Abstains	0
Abstentions:											Motion Passes		

Abstentions:											Motion Passes	
Motion 7: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0117 WP-2W.											Made By: JMS, RC	
CP-13-25-0056	13-26-0117	737942	Shenandoah	Stream Protection Fencing with	WP-2W	High	96	25.05	N	\$	5,787.94	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	
Motion 8: Motion to recommend the board approve cost share for contract 13-26-0115 CCI-SL-6W.											Made By: RC, JMS	
N/A	13-26-0115	737899	Clarke	Stream Exclusion with Wide Wid	CCI-SL-6W	Medium	131	28.37	N	\$	2,363.75	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	
Motion 9: Motion to recommend the board approve cost share for contract 13-26-0116 CCI-SL-6W.											Made By: RC, JMS	
N/A	13-26-0116	737928	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	Medium	107	35.36	N	\$	3,500.00	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	
Motion 10: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0114 SL-6W.											Made By: JMS, RC	
CP-13-26-0035	13-26-0114	737660	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	96	12.88	Y	\$	239,751.50	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	
Motion 11: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0118 SL-6W.											Made By: JMS, RC	
CP-13-26-0037	13-26-0118	738213	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	93	15.00	Y	\$	125,634.75	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	
Motion 12: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0118 SL-6W.											Made By: JMS, RC	
CP-13-26-0037	13-26-0118	737978	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	91	13.38	Y	\$	51,508.43	Vote #
												Yay 4
												Nays 0
												Abstains 0
Abstentions:											Motion Passes	

Motion 13: Motion to recommend the board approve Transfer of Responsibility for SL-10 contract 13-24-0082.	Made By: JMS, RC
	Vote #
	Yay 4
	Nays 0
	Abstains 0
Abstentions:	Motion Passes

Motion 14: Motion to recommend the board approve cost share increase for contract 13-25-0001.	Made By: RC, JMS
13-25-0001 590033 Clarke/Long Term Veg. Cov SL-1 \$ 19,817.06	Vote #
	Yay 4
	Nays 0
	Abstains 0
Abstentions:	Motion Passes

Motion 15: Motion to recommend the board cost share increase for contract 13-25-0107.	Made By: RC, JMS
13-25-0107 653703 Shen/Stream Exclusion with SL-6W \$ 37,957.50	Vote #
	Yay 4
	Nays 0
	Abstains 0
Abstentions:	Motion Passes

Motion 16: Motion to confirm active NMP and Conservation Plan for Koon Equipment Tax Credit.	Made By: JMS, RC
	Vote #
	Yay 4
	Nays 0
	Abstains 0
Abstentions:	Motion Passes

Motion 17: Motion to recommend the board approve the remainder of the CTC minutes as presented.	Made By:
	Vote #
FOR THE BOARD MEETING	Yay
	Nays
	Abstains
Abstentions:	Motion Passes

Motion 18: Motion to adjourn.	Made By: JMS, EP
	Vote #
	Yay 4
	Nays
	Abstains
Abstentions:	Motion Passes

Motion 19:	Made By:
	Vote #

Abstentions:	Yay Nays Abstains Motion Passes
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Motion 20:	Made By:												
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Abstentions:													

Motion 21:	Made By:												
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Abstentions:													

Items for the Board Meeting

Tax Credits (All Program Years)

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes	
					<i>Total Tax Credits presented for approval:</i>	\$	-					
					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	
										<i>Total 2025 CB VACS Contracts awaiting Variance Review:</i>	\$	-					
										<i>Total 2025 CB VACS Contracts presented for approval:</i>	\$	-					
										Total 2025 CB VACS Funds Approved:	\$	-					

VCAP

Contract	County	Practice Code	Estimated Cost Share Payment	Tabled	Denied	Approved	Staff	Notes
			<i>Total VCAP Contracts presented for approval:</i>	\$	-			
			Total VCAP Contracts Approved:	\$	-			

Other Items

SL-1 Potential EAN Discussion

May 6, 2026

Joan Comanor, Chairwomen
Lord Fairfax Soil and Water Conservation District
722-B East Queen Street
Strasburg, VA 22657

Re: Letter of Resignation

VIA E-MAIL

Chairwoman Comanor,

Please accept this letter as formal notice of my resignation from my position as an elected Director representing Frederick County on the Lord Fairfax Soil and Water Conservation District Board, effective Friday, May 29, 2026.

It has truly been an honor to serve on the Board and to represent Frederick County. Under your leadership and guidance, and alongside such devoted and dedicated directors from the counties throughout the District, I have gained a deep appreciation for the Board's important work. Being even a small part of this effort, watching, learning from, and working with such an exceptional and committed staff, has been a privilege.

The dedication of the District's staff to conserving the Shenandoah Valley's lands is inspiring. Their work helps preserve the Valley's character, environment, and agricultural industry for future generations, while also educating individuals, both young and old, on the importance of soil and water health and sound stewardship. The impact the Board and staff have had on my own growth and development in the field of conservation has been tremendous, and I will be forever grateful for that influence.

This decision comes as a result of my wife's and my relocation to West Virginia. While it was not an easy decision, it is the right one for our family at this time.

Thank you again for the opportunity to serve, for your leadership, and for the professionalism and dedication of the entire Board and staff. I wish the Lord Fairfax Soil and Water Conservation District continued success in its vital mission.

With sincere appreciation,



Jack P. Owens
Director

cc: Debbie Cross, Virginia Department of Conservation and Recreation
Sarah Flemming, Lord Fairfax Soil & Water Conservation District
Kermit Gaither, Director, Lord Fairfax Soil & Water Conservation District
Ann Philips, Frederick County