

## Board of Directors, Board Packet 1/8/2026



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### Attachments:

#### Treasurer / Finance

- *Monthly Financial Reports (please review for Board approval/acceptance)* pages 32 - 39

#### CTC

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

#### Misc/Other.



## **Lord Fairfax Soil and Water Conservation District**

### **Meeting Agenda**

**January 8, 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**

## 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  
January 8, 2026  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

Happy New Year and happy mid-fiscal year 2026! Local budget request paperwork has been submitted and we can expect to begin the rounds of budget briefings soon. Time to reaffirm your committee participation as well. It will be interesting to learn what the new Governor and new General Assembly will do to support environmental concerns, particularly soil and water related issues. I fear draught will continue to be problematical for us. Let's hope our audit goes well. Our staff continues to do excellent work and it is much appreciated!

**Treasurer / Finance Report  
Stephanie Shillingburg**

- I have reviewed the December 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.
- 2<sup>nd</sup> Qtr. Attachment E due by end of day 1/15/2026
- Gearing up for 1099 and Tax Credit Packet processing, due by 1/31/2026
- We have submitted FY27 Budget Requests to Shenandoah, Frederick, Warren, and Clarke Counties.

**Monthly Happenings:**

- 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:**

- 12/11/2025 Monthly Board Meeting
- Budget Request Preparation for Clarke County
- Audit preparation for 1/14/2026
- Personnel Review Prep for 1/14/2026 (Update Staff Documents)
- Associate Director Policy & Position Description update / rewrite for 1/14/2026
- End of Year items
- 18 Cost Share payments processed between 12/29 & 12/31/2025

**Upcoming office closings:**

- January 19, 2026 – Martin Luther King, Jr. Day

## **Conservation Programs Manager**

### **Dana Gochenour**

#### **Training**

- None this month

#### **Promoting BMPs**

- Completed folder and payment for Bowman Trust SL-6W (Shenandoah Co.)
- Assisted Madison with pre-construction meeting and fence staking for Wojnar SL-6W (Frederick Co.)
- Initial visit with a Clarke Co. producer about a potential stream exclusion and extension of watering system
- Initial visit with a Frederick Co. landowner to discuss program eligibility and potential stream exclusion
- Completed plan map draft and cost estimate for an SL-7 for a Shenandoah Co. producer
- Worked on reimbursement documentation for Audley SL-7. Transitioned project back to Ben for completion (Clarke Co.)
- Communication with J. Mongold regarding SL-1 planting and NMP (Frederick Co.)
- Met with a Shenandoah Co. landowner who is interested in stream exclusion. Provided another application packet and reminded not to incur any project related expenses due to not yet being approved for funding.

#### **Staff Relations**

- 12/11- Conservation Tech committee meeting and Board of Directors meeting
- Worked with staff and Personnel committee to schedule January personnel reviews
- Communication with DCR staff regarding mid-year conservation plan reviews
- Updated IDP
- Updated Conservation Specialist Performance Standards
- Reviewed IDPs for new employees
- Created spreadsheet of current and potential projects for upcoming maternity leave

#### **Also this month:**

Holiday leave 12/24-26

## **Senior Conservation Specialist**

### **Nick Livesay**

#### **Training**

- Annual IT Security Awareness Training – online

#### **Promoting BMPs**

- Chambers Family Vineyard (SL-6W: Swover Creek, Shen Co.) As-built inspection, correspondence with engineers re: water system, project close out and payment
- Burch (CCI-SL-6W: NFSR, Shen. Co.) component check with Madison
- Romero (SL-6W: Mulberry Run, Shen. Co.) correspondence regarding stream crossing
- Visit with potential FR-3 in Clarke County
- Sine (SL-6W: Narrow Passage, Shen. Co.) stream crossing location visit
- Assisted with several Cover Crop sign ups
- Visit with potential SL-6W in Warren County with Madison and Brett
- Correspondence with potential SL-6W (Cedar Creek) in Frederick County
- Bowman (SL-6W: Shenandoah County) visit to review Mannings Equation with Madison
- P. Jordan (SL-1: Shenandoah County) file completion and payment
- Correspondence with potential SL-6W in Shenandoah County
- Processed equipment tax credit letters
- D&M Farms (NM-1A: Shen. Co.) correspondence with producer re: requirements
- Reviewed NM-6 manure injection requirements with Madison
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

#### Education

- Handley High School soils lessons – two days, six classes

#### Other Relations

- Shenandoah County Leadership Course graduation at Muse Vineyard (12/3)
- CTC and Board Meeting (12/11)
- Personal Floating Holiday, Christmas Holiday (12/23-12/26)

### **Conservation Specialist Madison Coffey**

#### Training:

- IT Security Awareness Training – 12/9/2025

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Stream Crossing as-built with Ben on 12/4/2025 for Dotson (Shen: SL-6W).
- Initial site visit with Nick and Brett on 12/10/2025 for a potential SL-6W project in Warren County. Prepped plan map to follow-up with participant.
- Water System pre-construction meeting and fence staking with Dana, Olivia, and Brett on 12/10/2025 for Wojnar (Fred: SL-6W).
- Mid-construction site visit with Brian (NRCS) to inspect trenching and rock breaking for Peace of Heaven Farm (Fred: SL-6W).
- Follow-up site visit with Brett on 12/12/2025 for potential SL-6W in Shenandoah County. Revised plan maps and cost estimates and resent them to the landowner.
- Follow-up As-Built visit with Olivia on 12/16/2025 to inspect few modifications needed to issue payment. Reviewed bills and completed reimbursement breakdown and finalized participant folder.
- Engineering site visits with Ben, Brett, and Olivia on 12/17/2025 for several potential soil erosion practices in Shenandoah County. Sent follow-up information to participants regarding the visit.
- Sent follow-up information regarding stream crossing designs to DCR engineering team for assistance on 12/22/2025.

#### Other Activities:

- CTC Agenda Prep – 12/1/2025
- CTC Meeting – 12/11/2025
- Board Meeting– 12/11/2025
- EJAA Review – 12/17/2025

### **Conservation Specialist Ben Loyd**

#### Training:

- IT / Security Awareness Training

#### Promoting BMPs:

- Cover Crop entry & file creation
- Audley as-built documentation
- Wojnar SL-6 Water System review – Fred Co
- Dotson As-built, stream crossing, final as-built water troughs, final documentation
- Hoover mid-constriction check
- Engineering site visits with Madison, Brett, and Olivia - for several potential soil erosion practices in Shenandoah County.
- Unger Fence Staking with Brett

#### Other Activities:

- EJAA reviews
- Monthly CTC Meeting
- Monthly Board Meeting

## Conservation Specialist Brett Ramer

- **Training**
  - Attended Virginia Association of Soil & Water Conservation Districts Annual Meeting in Williamsburg, VA - December 8-9
- **Promoting BMP's**
  - Chambers As-Built Check with Nick and Olivia
  - Burch CCI Check with Nick and Olivia
  - Stream Crossing As-Built Check with Ben, Madison
  - Initial Site Visit with Madison and Nick in Warren County
  - Pre-Construction Meeting with Dana, Olivia, and Madison in Frederick County
  - Construction check with Ben in Shenandoah County (WP-4LL)
  - Follow-up visit with Madison in Shenandoah County (SL-6W)
  - Initial Site Visit with Dana in Clarke County (SL-6, 7)
  - Engineering Site Visits with Amanda (DCR), Ben, Olivia, and Madison
  - Fence stake-out with Ben
  - Pam Doors Initial Site Visit with Dana and Olivia
- **Other Activities**
  - Registered for Virginia Agriculture BMP and Cost Share Program Webinar
  - Filled out and submitted Expense Report for December 2025
  - CTC Meeting and District Board Meeting - 12/11/2025
  - Developed IDP for Personnel Review and submitted to Dana and Sarah

## Conservation Specialist Olivia Donachie

### Training:

- Conservation Planner Certification Trainings:
  - Part 1 of RUSLE 2 Soils Loss Training
- Annual Meeting Training Sessions:
  - Exploring Innovative Soil Health Partnerships for Conservation Impact
  - VACS Training Demo
  - SWCDs as Leaders in Flood Resilience Planning
  - Common Engineering Problems & How to Prevent Them

### Promoting BMPs:

- Checked CCI's in Clarke County with Lisa **12/3**
- Pre-construction meeting for SL-6 with Madison, Dana and Brett in Fred. Co. **12/10**
- VCAP initial site visit in Winchester with Lisa **12/22**
- Worked with Shen. Co. participant to get as-built and bills paperwork together to get him paid out before the end of the year.
- Several other initial and as-built visits.
- Entered cover crops into Tracking.

### Other Activities:

- Attended Annual Meeting in Williamsburg **12/7-12/10**
- CTC/Board Meeting **12/11**
- Sat in on EJAA review and engineering visits with Amanda from DCR **12/17**
- Staff holiday party **12/18**
- Still working on getting my Arc license and exams still not available on COVLC

**Program Support Specialist**  
**Lisa Parks**

**Promoting BMPs**

- Processed 126 VACS new BMPs approved at the December board meeting and mailed to participants for signature.
- Created 5 new Cover Crop Contracts
- Updated cover crop folders with board approval print outs per DCR requirements.
- 2026 CCI's:
  - Verified BMPs at 11 CCI participants' farms. Two water troughs has to be fixed and re-verified.
  - Processed 11 Part III CCI approvals

**VCAP**

- Site visit of potential conservation landscaping participant in Frederick County - 12/22/2025
- Coordinated with a new non-permeable pavement removal participant in Winchester City.
- Created VCAP Application packet for a Frederick County participant.

**Other Activities:**

- Attended Dam Exercise coordination meeting with DRC, Jim, and City of Woodstock. The exercise is tentatively scheduled for April. Reached out to City of Strasburg (owner of other county high hazard dam) and invited them to attend exercise.
- Technical Meeting - 12/11/2025
- Board Meeting - 12/11/2025

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

- *On Leave*

**Upcoming Events:**

- 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**

- I made follow up telephone calls to our State Delegates and State Senator to wish them well in the upcoming Legeslative Assembly and to answer any questions they might have. In two instances I spoke with an answering machine but hope to hear back from them soon. If not, I'll call again.

**Personnel**  
**Joan Comanor**

- Mid-year performance reviews are scheduled for January 14, along with a brief look at the Personnel Policy and finalizing our recommended update to our Associate Directors policy.



**Operations**  
**Justin Mackay-Smith**

- No new items.

**Northern Shenandoah Valley Regional Commission**  
**Mary Gessner**

- No new activity to report.

**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:**

- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Times, Committee Appointments:**
  - Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer.
  - Set the 2026 Calendar Year regular board meeting dates and times.
  - Committee appointments generally occur in January/February and are typically made by the Board Chair.
  - Send updates to the VASWCD, assigned CDC, and other partners
  - **Appoint or Reappoint Associate Directors for CY 2026:** Associate Directors may be appointed at any time of the year; however, appointments should be made annually, with January the month typically chosen to complete this task.
- **Quarterly Reports due January 15, 2025,** 2<sup>nd</sup> Qtr. Attachment E, cash balance and Profit & Loss reports.
- **IRS 1099 Forms to be mailed No Later than 01/31/26:** DCR and SWCD personnel Do NOT provide tax advice
- **IRS Mileage Rate for 2026 changes to 72.5 cents** beginning Jan 1, 2026; up 2.5 cents from 2025. <https://www.irs.gov/newsroom/irs-sets-2026-business-standard-mileage-rate-at-725-cents-per-mile-up-25-cents>
- **Next date for Obligations data pull, and Disbursement letters:** Pull obligations 2/1, letters transmitted to SWCDs 2/12.
- **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 3<sup>rd</sup> quarter and provide a copy to me upon board approval

**AG COST SHARE ITEMS:**

- **Mid-Year Reviews of Conservation Plans-** DCR's Conservation Planning staff have begun mid-year reviews of a sampling of conservation plans in the CAS planning module. Mid-year review recommendations are being emailed to staff to help with improving performance before the next Assessment in July. If you have questions about these reviews or conservation planning generally contact Vanessa Lewis at [vanessa.lewis@dcr.virginia.gov](mailto:vanessa.lewis@dcr.virginia.gov) or Carl Thiel-Goin.
- **VACS Manual CHANGE:** You may remember that in September the Virginia Soil and Water Conservation Board **approved change to the VACS Manual definition of applicant** (refer to my 9/24/25 email for details). The VSWCB met again on December 10 and approved an additional change to the definition. In the Guidelines and Glossary sections the definition of 'applicant' now includes the following (edits approved last week are underlined): **"Any individual, landowner, agent, operator of record, or business entity who is determined to have knowingly misrepresented its compliance status with the VACS Program to a District or District Representative may, upon a determination of a Board of District Directors, not be considered an "applicant" for a period of at least one (1) year but no more than five (5) years.** In rendering such a determination, **and after consulting with the Office of the Attorney General,** the Board of District Directors shall evaluate

all available evidence in a public meeting, and any related resolutions must be passed by a majority vote of a quorum of District Directors."

- **Agricultural BMP Tax Credit:** January 31, 2026, is the deadline for Districts to provide producers with all required documentation for any Agricultural BMP tax credits certified in calendar year 2025. Remember that the Technical Certification Date of the practice and the Tax Credit Certification Signature Date must be within the same calendar year. Each impacted producer should be sent a Virginia Form ABM, tax certificate letter(s) with attached certificate, and the applicable letter documenting an approved Soil Conservation Plan or Resource Management Plan. After that point it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation within the required timeframe.
- **Agricultural Equipment Tax Credit:** For any producers that inquire regarding the Agricultural Equipment Tax Credit, Districts should provide a blank copy of the Virginia Form AEC, a letter confirming that an approved Soil Conservation Plan is on file at the District, and a blank copy of the certified statement to be signed by the producer and their nutrient management planner stating that their NMP is being implemented. The Form AEC and supporting documentation are due to Department of Taxation at least 90 days prior to the producer's filing deadline. Keep this timeframe in mind if approached by a producer who needs a conservation plan developed and approved.
  - The recording of the Tax Credit training session held 11/8/24 is available in CAS on the Forms page.
- **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.
- **Reminder contract signatures:** districts should review Section 12 (Page 25-26) of the PY26 Cost-Share and TA Policy, which addresses missing signatures on the VACS Contract. This is not a new policy as it went into effect July 1, 2022. Should DCR discover missing signatures on Contract Part I, II, or III it will be documented & reported to DCR-Richmond. This is an OAG driven policy change and consequences for not following the policy require VSWCB action.
  - ***Signatures on the VACS Contract** - For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained.*

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

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. The training can be accessed at <https://ethicswebinar.dls.virginia.gov>. Each module is specific to your role so **select "Local elected officials or EDAs/IDAs"** to complete the correct training. Please remember there is **no completion certificate** for this training, so my suggestion is to **take a screenshot of your completion message**. Let both your SWCD administrative staff and your local jurisdiction's clerk know your completion date.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. **Unfortunately, the prerecorded training is still unavailable on the FOIA website.** Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to check for training dates and if the prerecorded training is available. However, I understand from FOIA Council they are scheduling more webinars for Local Elected Officials for January and February. Your VASWCD is working with the FOIA Council to offer training specifically for elected Soil and Water Conservation Directors too.

#### **DCR-DSWC News:**

- **Theresa Lucas** is the new DCR Conservation Data Technician. Her office is in Richmond. Please continue to use the CAS Help Desk email at [dswc-cas-help@dcr.virginia.gov](mailto:dswc-cas-help@dcr.virginia.gov) to receive assistance with your CAS questions.
- **Crystal Lavin** is the new conservation district coordinator (CDC) in the Suffolk Regional Office. Her contact information is: email – [crystal.lavin@dcr.virginia.gov](mailto:crystal.lavin@dcr.virginia.gov) and phone: (804) 238-0952.
- **David Bulova** has been named the next Secretary of Natural & Historic Resources.

#### **Grant Agreement Reminders:**

- **Review of the Desktop Procedures for District Fiscal Operations** must be annually reviewed by the District Board, or their Finance Committee and the review documented in official minutes.
- **Finance Committee** must 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:**

Jan 14: Virginia General Assembly Convenes

Jan 9: Potomac Council and Potomac Watershed Roundtable Meetings Virtual Prince William SWCD hosting

**Jan 19: State Offices Closed Martin Luther King Holiday**

**Jan 29: Virginia Agriculture BMP & Cost Share Program** 9:00AM Virtual, required for DCR Conservation Planner Certification  
<https://teams.microsoft.com/join/2998599396797?p=5sIDqHFenGUAXHTXNH>

**Jan 29: Virginia Forage & Grassland Conference,** Managing for Healthy Animals and Healthy Soils in Grazing Systems Fauquier County Fairgrounds, 6209 Old Auburn Rd, Warrenton; 4 credits DCR Cons Planning; 2.5 NM CEU's.

**Jan 30: Virginia Forage & Grassland Conference,** Managing for Healthy Animals and Healthy Soils in Grazing Systems Blue Ridge Comm. College, Plecker Center, 1 College Ln, Weyers Cave; 4 credits DCR Cons Planning; 2.5 NM CEU's.

**Jan 30: Virtual Option Virginia Forage & Grassland Conference,** Managing for Healthy Animals and Healthy Soils in Grazing Systems 9:00-3:00 4 credits DCR Cons Planning; 2.5 NM CEU's. [www.vaforages.org](http://www.vaforages.org)

Jan 31: Deadline to mail 1099's and tax credit certificates & supporting documentation to cost share participants

Feb 16: State Office closed President's Day

**Feb 18: VA No-Till Alliance (VANTAGE) Winter Conference,** Rockingham County Fairgrounds, Harrisonburg  
<https://www.virginianotill.com/winter-conference> Preregistration required **DCR credits TBD**

Mar 14: Virginia General Assembly Adjourns

April 22: (tentative) Veto Session

**The Virginia Association of Soil and Water Conservation Districts (VASWCD) Area I need volunteers to serve as chair and vice chair beginning in 2026.** The chair will represent Area I on the VASWCD board and attend quarterly meetings in person and/or virtually. The current chair and vice-chair are looking to step away from these duties. Also, Area I will need to put forward two nominations for the Virginia Soil and Water Conservation Board (VSWCB) to replace Charles Newton who represents Area I on the VSWCB board. Mr. Newton's term ends in June 2026. If you are a director and interested in stepping up to fill these important roles, please contact Megan Dalton at [megen.dalton@svswcd.org](mailto:megen.dalton@svswcd.org).

*CDC Report sent to districts 12/29/2026.*

#### **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)

### Explore More Water Quality Info with New Mapping Tool

- Virginia DEQ has launched a new interactive water quality map to supplement the 305(b)/303(d) Water Quality Assessment Integrated Report (IR). The IR is a biannual report that reports on whether Virginia's waters meet water quality standards and establishes a schedule to restore impaired waters. This new map provides an interactive view of assessment details for waters identified within the current IR.

<https://experience.arcgis.com/experience/d94403e56a4f4e1e91b1c3ed7427c324>

## MISC.



We work with the people who work the land.

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

## MINUTES

The December 11, 2025, 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  
Robert "Bobby" Clark  
Paul Burkholder  
Emma Bricker  
Mark Huddleston

### **Associate Directors**

Stephanie Shillingburg

### **Cooperating Agency Representatives & Guests in Attendance:**

Debbie Cross, CDC/DCR  
Brent Barriteau, NRCS

### **LFSWCD Staff Members**

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

### **Absent Directors or Staff:**

Kermit Gaither  
Reid Hoak  
Jack Owens  
Ed Pendelton  
Jason Bushong  
Allyson Ponn

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

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- Re-introduction the newest Staff members Brett Ramer and Olivia Donachie for those who were absent from the November Board meeting.
- Shared news of the arrival of Allyson's daughter.

**MOTION:** Board approval of the November 13, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *\*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

#### **Chairwoman's Report: Joan Comanor**

- Reviewed written report.
- Annual Conference update
  - Request for raise in VCAP funds from \$4 to \$8 million
  - Shared Legislative Agenda handout
    - LFSWCD Legislative Committee will be sending a letter to District Representatives with this document attached.
    - Kendall shared at annual conference that it may be best to schedule individual meetings with our state legislator's vs attending Legislative day. However, if we decide to participate, she will gladly help us in this endeavor.
- There was discussion of future Direct Deposit options for BMP payments.
- Whole Farm Planning discussion
- Shared the Potomac River Report Card, current grade = B.
- Bobby Clark shared the sad news of the passing of Ned Conklin who was a great asset to conservation as a champion to ag and forestry districts.

#### **ELECTION of OFFICERS**

The floor was opened by Brent Barriteau for nominations for the LFSWCD Board Chair position.

**Paul Burkholder nominated Joan Comanor as candidate for Board Chair. Bobby Clark seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Joan Comanor as Board Chair. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			



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The floor was opened by Joan Comanor for nominations for the LFSWCD Board Vice-Chair position.

**Mary Gessner nominated James Fagan as candidate for Board Vice-Chair. Paul Burkholder seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of James Fagan as Board Vice-Chair. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

The floor was opened by Joan Comanor for nominations for the LFSWCD Board Secretary position.

**Paul Burkholder nominated Sarah Fleming as candidate for Board Secretary. Justin Mackay-Smith seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Sarah Fleming as Board Secretary. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

The floor was opened by Joan Comanor for nominations for the LFSWCD Board Treasurer position.

**Paul Burkholder nominated Stephanie Shillingburg as candidate for Board Treasurer. Mary Gessner seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Stephanie Shillingburg as Board Treasurer. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

- It was agreed that the monthly Board of Director's meetings would continue to take place on the 2<sup>nd</sup> Thursday of each month at 10:00am.
- Sarah Fleming was re-appointed as the Record Retention Officer for LFSWCD.
- Sarah Fleming was appointed as the FIOA officer for LFSWCD with Allyson Ponn as her backup.

#### **Treasurer & Finance Report: Stephanie Shillingburg**

- REMINDER: There will be a Finance Committee meeting held on 9/11/2025 at 9:30am prior to the Board of Directors meeting.





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

**Motion made by Kermit Gaither, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens were absent at the time of vote.*

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>		<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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	X				*Jack Owens			

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

- Reviewed her written report.

**Technical Staff Reports:**

**Education and Conservation Specialist, Allyson Ponn:**

- In Allyson absence Nick reviewed her upcoming events, highlighting the Local Envirothon to be held March 25, 2025 at the Museum of the Shenandoah Valley.

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.

**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Has completed his Leadership Course through the Shenandoah County Chamber of Commerce.

**Conservation Specialist, Madison Coffey:**

- Reviewed written report.

**Conservation Specialist, Ben Loyd**

- Reviewed written report.

**Conservation Specialist – Brett Ramer**

- Reviewed written report.
- Annual Conference participation update.

**Conservation Specialist – Olivia Donachie**

- Reviewed written report.
- Annual Conference participation update.

**Program Support Specialist, Lisa Parks:**

- Reviewed written report.





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### Committee Updates:

#### Conservation Technical - Mary Gessner

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

Motion to recommend the board approve all tax credits as presented.

CP-13-24-0029	13-25-0062	651612	Clarke/Extension of Watering System	SL-7	\$	4,188.28

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



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Motion to recommend the board approve all SL-8Bs and SL-8Ms as presented.

N/A	13-26-0072	731584	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	113	18.88	Y	\$	2,660.40
N/A	13-26-0068	731502	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	112	18.68	Y	\$	1,954.80
N/A	13-26-0077	731638	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	108	19.49	Y	\$	2,915.10
N/A	13-26-0068	731477	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	107	16.48	Y	\$	2,880.00
N/A	13-26-0068	731406	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	107	31.08	Y	\$	1,350.00
N/A	13-26-0068	731504	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	12.47	Y	\$	5,226.30
N/A	13-26-0077	731636	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	25.78	Y	\$	1,097.10
N/A	13-26-0096	732550	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	26.56	Y	\$	980.00
N/A	13-26-0080	732141	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	27.41	Y	\$	1,644.30
N/A	13-26-0080	732138	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	27.59	Y	\$	270.00
N/A	13-26-0068	731475	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	106	30.53	Y	\$	1,170.00
N/A	13-26-0068	731501	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	104	21.30	Y	\$	1,269.90
N/A	13-26-0068	731478	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	24.11	Y	\$	810.00
N/A	13-26-0077	731640	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	26.79	Y	\$	720.00
N/A	13-26-0063	730931	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	102	26.99	N	\$	2,380.05
N/A	13-26-0072	731583	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	12.87	Y	\$	5,751.00
N/A	13-26-0068	731407	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	101	33.37	Y	\$	540.00
N/A	13-26-0075	731604	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	99	20.35	Y	\$	3,494.40
N/A	13-26-0062	730812	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	99	24.11	Y	\$	1,760.00
N/A	13-26-0078	731641	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	98	10.87	Y	\$	11,889.20
N/A	13-26-0068	731480	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	95	11.33	Y	\$	34,324.20
N/A	13-26-0063	730800	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	95	16.75	Y	\$	5,376.00
N/A	13-26-0051	731323	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	93	24.83	Y	\$	2,429.70
N/A	13-26-0069	731386	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	93	25.90	Y	\$	1,380.40
N/A	13-26-0024	731529	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	91	23.27	Y	\$	1,752.30
N/A	13-26-0070	731538	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	85	12.80	Y	\$	5,600.80
N/A	13-26-0024	731528	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	85	16.58	Y	\$	3,654.00
N/A	13-26-0051	731256	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	80	14.83	Y	\$	5,250.70
N/A	13-26-0068	731481	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High		26.04	Y	\$	450.00
N/A	13-26-0024	731530	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High		26.60	Y	\$	450.00
N/A	13-26-0067	731377	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	104	15.73	Y	\$	6,329.40
N/A	13-26-0067	731374	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	98	13.41	Y	\$	9,322.20
N/A	13-26-0030	730800	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	97	21.81	Y	\$	3,628.00
N/A	13-26-0072	731579	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	94	16.47	Y	\$	6,275.70
N/A	13-26-0067	731372	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	93	15.95	Y	\$	4,113.00
N/A	13-26-0081	732083	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	93	27.26	Y	\$	770.00
N/A	13-26-0069	731401	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	91	25.79	Y	\$	2,428.90
N/A	13-26-0067	731337	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	90	15.31	Y	\$	6,600.00
N/A	13-26-0069	731389	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	90	30.16	Y	\$	504.70
N/A	13-26-0072	731594	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	88	24.33	Y	\$	2,874.00
N/A	13-26-0067	731371	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	95	25.41	Y	\$	2,768.40
N/A	13-26-0067	731370	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	95	26.98	Y	\$	2,241.00
N/A	13-26-0067	731365	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	94	27.16	Y	\$	2,475.00
N/A	13-26-0081	732103	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	92	30.59	Y	\$	3,244.50
N/A	13-26-0067	731382	Warren	Small Grain and Mixed Cover C	SL-8B	Low	86	21.33	Y	\$	4,602.00
N/A	13-26-0060	730790	Frederick	Small Grain and Mixed Cover C	SL-8B	Low	81	17.54	Y	\$	24,768.00
N/A	13-26-0069	731402	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Low	81	32.11	Y	\$	1,483.60
N/A	13-26-0059	730729	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	79	39.96	Y	\$	770.00
N/A	13-26-0067	731384	Warren	Small Grain and Mixed Cover C	SL-8B	Low	77	20.26	Y	\$	8,166.00
N/A	13-26-0067	731386	Warren	Small Grain and Mixed Cover C	SL-8B	Low	74	25.80	Y	\$	7,984.00

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



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Motion to recommend the board approve all SL-8Hs as presented.

N/A	13-26-0058	730725	Shenandoah	Harvestable Cover Crop	SL-8H	High	105	31.84	N	\$	2,753.80
N/A	13-26-0061	730809	Shenandoah	Harvestable Cover Crop	SL-8H	High	104	48.58	N	\$	306.80
N/A	13-26-0072	731533	Shenandoah	Harvestable Cover Crop	SL-8H	High	102	35.33	N	\$	835.00
N/A	13-26-0071	731572	Shenandoah	Harvestable Cover Crop	SL-8H	High	100	32.31	N	\$	2,033.80
N/A	13-26-0071	731573	Shenandoah	Harvestable Cover Crop	SL-8H	High	100	34.13	N	\$	1,433.80
N/A	13-26-0058	730725	Shenandoah	Harvestable Cover Crop	SL-8H	High	99	42.51	N	\$	236.40
N/A	13-26-0075	731539	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	33.23	N	\$	2,273.00
N/A	13-26-0057	730684	Shenandoah	Harvestable Cover Crop	SL-8H	High	97	44.49	N	\$	210.00
N/A	13-26-0072	731588	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	40.44	N	\$	620.00
N/A	13-26-0024	731517	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	41.15	N	\$	462.00
N/A	13-26-0058	730703	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	44.64	N	\$	574.00
N/A	13-26-0061	730805	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	50.26	N	\$	80.00
N/A	13-26-0079	731642	Shenandoah	Harvestable Cover Crop	SL-8H	High	95		N	\$	796.80
N/A	13-26-0070	731540	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	31.93	N	\$	2,478.00
N/A	13-26-0063	730909	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	37.82	N	\$	4,051.80
N/A	13-26-0061	730808	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	44.75	N	\$	225.80
N/A	13-26-0024	731523	Shenandoah	Harvestable Cover Crop	SL-8H	High	92	37.24	N	\$	1,578.20
N/A	13-26-0024	731520	Shenandoah	Harvestable Cover Crop	SL-8H	High	92	42.70	N	\$	198.00
N/A	13-26-0070	731541	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	37.32	N	\$	998.40
N/A	13-26-0024	731521	Shenandoah	Harvestable Cover Crop	SL-8H	High	89	47.26	N	\$	435.80
N/A	13-26-0024	731524	Shenandoah	Harvestable Cover Crop	SL-8H	High	89	48.60	N	\$	367.40
N/A	13-26-0076	731607	Shenandoah	Harvestable Cover Crop	SL-8H	High	88	44.57	N	\$	164.00
N/A	13-26-0054	730900	Shenandoah	Harvestable Cover Crop	SL-8H	High	87	46.09	N	\$	260.00
N/A	13-26-0051	731316	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	41.60	N	\$	143.80
N/A	13-26-0069	731397	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	42.82	N	\$	645.40
N/A	13-26-0054	730728	Shenandoah	Harvestable Cover Crop	SL-8H	High	80	41.84	N	\$	308.00
N/A	13-26-0024	731526	Shenandoah	Harvestable Cover Crop	SL-8H	High	80	42.98	N	\$	46.00
N/A	13-26-0054	730730	Shenandoah	Harvestable Cover Crop	SL-8H	High	78	43.69	N	\$	120.00
N/A	13-26-0072	731566	Shenandoah	Harvestable Cover Crop	SL-8H	High		35.95	N	\$	748.80
N/A	13-26-0096	732552	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	106	43.76	N	\$	1,062.30
N/A	13-26-0066	731257	Clarke	Harvestable Cover Crop	SL-8H	Medium	99	40.12	N	\$	697.20
N/A	13-26-0066	731250	Clarke	Harvestable Cover Crop	SL-8H	Medium	97	37.22	N	\$	864.80
N/A	13-26-0065	731132	Frederick	Harvestable Cover Crop	SL-8H	Medium	96	34.27	N	\$	1,353.80
N/A	13-26-0067	731355	Clarke	Harvestable Cover Crop	SL-8H	Medium	96	36.62	N	\$	1,096.00
N/A	13-26-0065	731133	Frederick	Harvestable Cover Crop	SL-8H	Medium	96	37.39	N	\$	919.80
N/A	13-26-0096	732553	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	96	42.79	N	\$	1,084.20
N/A	13-26-0066	731124	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	96	45.47	N	\$	409.80
N/A	13-26-0067	731338	Clarke	Harvestable Cover Crop	SL-8H	Medium	96	34.86	N	\$	2,570.00
N/A	13-26-0067	731346	Clarke	Harvestable Cover Crop	SL-8H	Medium	96	35.19	N	\$	1,640.00
N/A	13-26-0067	731339	Clarke	Harvestable Cover Crop	SL-8H	Medium	79	38.46	N	\$	4,878.00
N/A	13-26-0067	731359	Clarke	Harvestable Cover Crop	SL-8H	Low	100	38.17	N	\$	2,968.00
N/A	13-26-0067	731357	Clarke	Harvestable Cover Crop	SL-8H	Low	96	38.00	N	\$	1,740.00
N/A	13-26-0067	731358	Clarke	Harvestable Cover Crop	SL-8H	Low	96	45.86	N	\$	516.00
N/A	13-26-0067	731340	Clarke	Harvestable Cover Crop	SL-8H	Low	96	41.63	N	\$	1,084.00
N/A	13-26-0067	731341	Clarke	Harvestable Cover Crop	SL-8H	Low	92	37.32	N	\$	1,678.00
N/A	13-26-0067	731363	Clarke	Harvestable Cover Crop	SL-8H	Low	92	42.25	N	\$	1,028.00
N/A	13-26-0067	731345	Clarke	Harvestable Cover Crop	SL-8H	Low	91	42.86	N	\$	1,356.00
N/A	13-26-0067	731344	Clarke	Harvestable Cover Crop	SL-8H	Low	89	43.65	N	\$	1,286.00
N/A	13-26-0067	731343	Clarke	Harvestable Cover Crop	SL-8H	Low	87	52.02	N	\$	570.00
N/A	13-26-0037	731060	Clarke	Harvestable Cover Crop	SL-8H	Low	86	55.30	N	\$	350.00
N/A	13-26-0065	731136	Frederick	Harvestable Cover Crop	SL-8H	Low	81	56.74	N	\$	173.80

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



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Motion to recommend the board approve cost share increase for 13-26-0008 WP-2W for engineering costs.

CP-13-26-0005	13-26-0008	663300	Warren	Streambank Stabilization	WP-2A					N	\$	24,750.00

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

Motion to recommend the board approve all CCI-WP-4s as presented.

N/A	13-26-0083	732094	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	High	120	40.23	N	\$	5,700.00
N/A	13-26-0024	731748	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	High	103	40.75	N	\$	8,448.75

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

Motion to recommend the board approve all CCI-SL-6Ws as presented.

N/A	13-26-0082	732084	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	119	23.37	N	\$	11,277.50
N/A	13-26-0085	732104	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	115	22.03	N	\$	6,066.25
N/A	13-26-0083	732088	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	115	23.78	N	\$	4,033.75
N/A	13-26-0085	732101	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	113	22.31	N	\$	5,277.50
N/A	13-26-0084	732099	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	111	24.63	N	\$	4,006.25
N/A	13-26-0024	731841	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	99	25.39	N	\$	2,706.25
N/A	13-26-0090	732133	Frederick	Stream Exclusion with Wide W	CCI-SL-6W	Medium	139	25.32	N	\$	9,687.50
N/A	13-26-0011	731395	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	135	26.03	N	\$	15,210.00
N/A	13-26-0092	732230	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	126	28.63	N	\$	4,062.50
N/A	13-26-0089	732132	Frederick	Stream Exclusion with Wide W	CCI-SL-6W	Medium	118	26.67	N	\$	4,650.00
N/A	13-26-0073	731591	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	96	31.10	N	\$	4,787.50
N/A	13-26-0093	732247	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Low	128	33.97	N	\$	6,767.50
N/A	13-26-0087	732106	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	Low	96	35.24	N	\$	10,431.25

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



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Motion to recommend the board approve contracts 13-26-0011 CCI-FRB-1 and 13-26-0087 CCI-HRB-1.

N/A	13-26-0011	731479	Clarke	Forested Riparian Buffer - Main	CCI-FRB-1	Medium	104	40.31	N	\$	2,484.00
N/A	13-26-0087	732107	Shenandoah	Herbaceous Riparian Buffer - Main	CCI-HRB-1	Low	96	44.76	N	\$	150.00

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

Motion to recommend the board approve conservation plan and cost share for 13-26-0091 SL-6W and FR-3.

CP-13-26-0021	13-26-0091	732229	Shenandoah	Stream Exclusion with Wide W	SL-6W	High	114	12.27	Y	\$	99,044.15
CP-13-26-0021	13-26-0091	732233	Shenandoah	Woodland buffer filter area	FR-3	High	93	20.82	Y	\$	18,405.30

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

Motion to recommend the board approve cost share for contract 13-26-0088 NM-1A.

N/A	13-26-0088	732118	Shenandoah	Nutrient Management Plan Writ	NM-1A	High	109	14.08	Y	\$	2,042.00
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			





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Motion to recommend the board approve conservation plan and cost share for 13-26-0095 SL-1

CP-13-26-0022	13-26-0095	732477	Shenandoah	Long Term Veg. Cover on Crop	SL-1	High	104	30.03	N	\$	8,875.00
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

Motion to recommend the board approve cost share for both NM-6 instances for contract 13-26-0071.

N/A	13-26-0071	731575	Shenandoah	Manure Injection	NM-6	High	72	30.81	N	\$	4,575.60
N/A	13-26-0071	731576	Shenandoah	Manure Injection	NM-6	High	72	34.59	N	\$	3,225.60

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

Motion to recommend the board approve cost share for Variance 13-26-0039 SL-6W.

CP-13-26-0020	13-26-0039	730028	Clarke	Stream Exclusion with Wide W	SL-6W	Medium	122	12.82	Y	\$	528,256.75
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Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

Motion to recommend the board approve conservation plan and cost share for 13-26-0094 FR-3.

CP-13-23-0025	13-26-0094	732476	Clarke	Riparian Forest Buffer	FR-3	Medium	93	18.18	Y	\$	14,980.50
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Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			



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Motion to recommend the board approve cost share for Variance 13-26-0042 SL-6W.

CP-13-25-0055	13-26-0042	730372	Shenandoah	Stream Exclusion with Wide W	SL-6W	Low	104	28.83	Y	\$	501,789.25
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Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

Motion to recommend the board approve modifications for conservation plan CP-12-23-0022.

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

Motion to recommend the board delegate authority to the CTC Chair and/or Board Chair for end of year action needed for cost share or tax credits. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

#### Dam Safety & Conservation Easements - Jim Fagan

- Have been asked by the Town of Woodstock to participate in an Emergency Action Plan table discussion for the Woodstock Dam.
- The State has voted to transition the Remote Monitoring Service from cellular to satellite.

#### Education & Information – Joan Comanor

- No new items.

#### Legislative – Paul Burkholder

- Covered during Chair report.

#### Personnel – Joan Comanor

- Staff reviews will be held on January 14, 2025.

#### Operations – Justin Mackay-Smith

- No new items.



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### Local Agency Updates:

#### **Northern Shenandoah Valley Regional Commission – Mary Gessner**

- Reviewed the written report.
  - Highlighted the newly launched Septic Pump-Out Program

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

- No new items to report.

#### **Shenandoah Pure Water Forum – Jack Owens**

- In Jack's absence Mary reported that there were still some grant funds available through Pure Water Forum.

### 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 items of varied importance

#### **Virginia Cooperative Extension: Robert Clark**

- Bobby gave an update on related items.

#### **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. Motion made by Robert Clark, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.**

*\*Kermit Gaither, Reid Hoak and Jack Owens were absent at the time of vote.*

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>		<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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	X				*Jack Owens			

The meeting adjourned at approximately 11:59am.

Respectfully submitted,  
*Sarah R. Fleming,*

Board Secretary

Approved by the Board through motion on:





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The Legislative Committee met on December 11, 2025, at 9:30am in the LFSWCD Office Conference Room located at 722 East Queen Street, Strasburg, VA 22657.

Those in attendance: Committee Chair Paul Burkholder, Jim Fagan, Mary Gessner, and Board Chair Joan Comanor.

- Mrs. Comanor participated in Board Chair capacity to achieve quorum.

Absent members were: Reid Hoak, Kermit Gaither, and Jack Owens.

Paul Burkholder as Chair of the Legislative Committee met with Committee to review and then approve a letter to be sent to our area Delegates and State Senator. The purpose of the letter is to give a general update on our work within their districts. There was one change suggested by Joan and that was added to the letter, copy attached. Coupled to that letter was the VASWCD Legislative Agenda, also attached. Both were unanimously approved. With that the meeting was adjourned.

Respectfully Submitted,

*Paul Burkholder*

Paul Burkholder

enclosed



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12/11/2025

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Insert LFSWCD STATE LEGISLATORS name:  
Address

I am pleased to share with you the attached Virginia Association of Soil and Water Conservation Districts (VASWCD) just-adopted legislative (budget) priorities for the upcoming 2026 General Assembly session.

On behalf of the Lord Fairfax Soil and Water Conservation District Board, I can assure you that the 5 priorities are each directly important to our district operations. Our District, of which you represent, in whole or part includes Clarke, Frederick, Shenandoah, and Warren Counties, and the City of Winchester. Our District continues to have a high level of participation in the agricultural cost-share program (VACS) with each of the last 5 years setting new records. As you can understand, our operating costs are not static and with the Bay Agreement now continued until 2040 much work remains to be done. Priorities 1 and 2 of the attached directly address this workload and operating costs.

We are also experiencing increased interest in the Virginia Conservation Assistance Program (VCAP) which is the non-agricultural equivalent of best management practices cost-share program. Currently, this program's funds are managed at the State-level due to the low amount available with a waitlist of project proposals. Increased funding (Priority 3) is definitely needed to help address the stormwater erosion and related problems on non-agricultural lands in our area.

Our District conducts a robust conservation education program annually for youth and adults in the classroom and outdoors. Priority 4 addresses the need for funding these critically important efforts. Currently they are essentially unfunded. Finally, Priority 5 addresses an important concern related to our work. In the past, when we addressed the Holman's Creek TMDL (Total Maximum Daily Load), the funds available for septic inspections and repairs greatly helped us 'get in the door' with farmers who were also in need of agricultural practices to help improve water quality in Holman's Creek. Failing septic systems contribute to the degradation of water quality locally as well as impacting the Chesapeake Bay.

We would greatly appreciate your support during the coming General Assembly in addressing these priorities. In the meantime, if you need more information, please do not hesitate to contact us. Thank you for your service.

Sincerely,

Joan M. Comanor  
Chairwoman

enclosure

# VASWCD 2026 Legislative Agenda

*Providing and promoting leadership in the  
conservation of natural resources*



## 1. SWCD Operations

- Increase operating funding by \$3 million annually to maintain staffing and training needs of Soil and Water Conservation Districts



## 2. Agriculture BMPs

- Establish a dedicated funding source for Virginia Natural Resources Commitment Fund (VNRCF) to support agricultural cost-share programs in alignment with needs assessment.




## 3. Urban Conservation

- Provide \$8 million over the biennium to support and expand the Virginia Conservation Assistance Program (VCAP)



## 4. Environmental Education

- Fund \$4 million annually to support SWCD-led conservation and environmental education programs statewide



## 5. Septic System Support

- Create a statewide annual cost-share program for septic repairs, replacements, and maintenance to reduce nutrient and bacteria loads in waterways



- 1. Increase Operating Funding to Soil and Water Conservation Districts by \$3 million annually, consistent with full funding of the aggregated, peer-reviewed Attachment D Budget Template requests.** Soil and Water Conservation Districts are the local program delivery mechanism for nonpoint source pollution control throughout the Commonwealth. The minimum funding level necessary is shown on the Attachment D Budget Template submitted by SWCDs to DCR every two years. Without this basic level of sustained funding, Conservation Districts will find it especially difficult to retain highly trained, experienced, and skilled employees who are the primary delivery mechanism for programs to meet the Commonwealth's water quality goals established by the Governor and General Assembly. Conservation Districts are needed and play a key role as Virginia intensifies its efforts to reduce nonpoint sources of pollution throughout the Commonwealth and to meet the goals of the Chesapeake Bay TMDL. In the efforts to reduce nonpoint sources of pollution intensity, District funding needs to be adequate to address the needs not only for projects but also for the administrative and staffing needs to ensure accountability needs can be fully met according to the required Desktop Procedures Manual.
- 2. Establish a dedicated, adequate, secure, and stable source of funding for the Virginia Natural Resources Commitment Fund (VNRCF) commensurate with the most recent Agricultural Needs Assessment Report and the Chesapeake Bay & Virginia Waters Clean Up Plan Report that provides funding at 60/40 split between Chesapeake Bay and Southern Rivers (Outside the Chesapeake Bay).** Historically, the VNRCF has been funded on a year-to-year basis, often times relying entirely on unpredictable, year-end, state budget surplus. We support the creation of a dedicated revenue source for those on-the-ground practices (BMPs) and the retention of certified professional employees representing front-line efforts to meet Virginia's challenges outlined by the Chesapeake Bay Watershed Improvement Plan (WIP). More than twenty years after the creation of the Water Quality Improvement Act and more than fifteen years after the creation of the VNRCF, Virginia's commitments to the WIP and TMDL are highly reliant on high-performing SWCDs. To carry out district responsibilities, the retention and adequate compensation, commensurate with the workload, of seasoned, highly valued, and highly competent technical assistance employees are not only the top priority for conservation districts but an essential ingredient to Virginia's success.
- 3. Enhance support to the (VCAP) Urban Cost Share Programs to address WIP and TMDL needs. Support funding at \$8 million over the biennium.** Urban programs complement the Agricultural BMP Cost Share Program. SWCDs currently have qualified, trained, and experienced staff and are well-positioned and capable of implementing a wide range of voluntary urban BMP cost share and tax credit programs for private commercial and residential landowners. Virginia's Phase III Watershed Implementation Plan recognizes a need for urban/residential BMPs in its "Local Implementation Strategies for Urban/Suburban Source Sector," including a cost-share program strategy. We support increased/sustained funding of this valuable program.
- 4. Support Funding for Environmental Education. Provide \$4 million annually in funding so that all Districts statewide can effectively foster and/or sustain conservation and environmental education programs.** Educating communities on the need for soil and water conservation and natural resource management is a critical component in the successful implementation of NPS pollution reduction programs. We support \$4 million, the aggregated total amount in the most recent Attachment D Budget Template, to support SWCDs environmental education efforts.
- 5. Establish and Maintain Annual Cost Share Funding Program on a Statewide Level for Septic Repairs, Replacements, and Maintenance needs, (including pump-outs), to address CB WIP needs.** Funds are needed in TMDL areas as well as non-TMDL areas, and in the Coastal Zone as well as in the inland areas of the State. Failing septic systems result in an increased loading of bacteria, viruses, nitrogen, and possibly phosphorus to adjacent waterways. They may contribute as much as 6% of the total nitrogen load in the Chesapeake Bay (Bay Watershed Model 2009 Scenario, Chesapeake Bay TMDL).

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

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>													
Joan Comanor, Vice Chair	x	x	x	x	x	x	x						
Mary Gessner	x	x	x	x	x	A	x						
James Fagan	x	x	x	x	A	x	x						
Kermit Gaither	A	x	x	x	A	x	A						
Jack Owens	x	x	x	x	x	x	A						
Paul Burkholder	x	A	A	A	x	A	x						
Reid Hoak	x	x	A	A	x	A	A						
Justin MacKay-Smith	x	x	x	x	x	x	x						
Randy Buckley	x	x	x	x	x	x	x						
Robert Clark	x	x	x	x	A	A	x						
Emma Bricker	x	A	x	x	A	x	x						
Mark Huddleston	x	A	x	x	A	x	x						
<b>Associate Board of Directors</b>													
Stephanie Shillingburg, Treasurer	x	A	A	A	x	x	x						
Jason Bushong	A	A	A	A	A	A	A						
Ed Pendleton	x	A	x	A	x	x	A						
<b>Staff</b>													
Madison Coffey	x	x	x	x	x	x	x						
Sarah Fleming	x	x	x	x	x	x	x						
Dana Gochenour	x	x	x	x	x	x	x						
Nick Livesay	x	x	x	x	x	x	x						
Allyson Ponn	A	x	x	x	x	x	A						
Lisa Parks	x	x	x	x	x	x	x						
Ben Loyd	x	x	x	x	x	A	x						
Brett Ramer						x	x						
Olivia Donachie						x	x						
<b>Guests</b>													
Debbie Cross, DCR	x	x	x	x		x	x						
Brent Baritteau, NRCS	x		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**

<b>Conservation Technical (Urban BMP / *Technical Resource)</b>	<b>Dam Safety &amp; Easements</b>	<b>Education/ Information</b>	<b>Finance</b>	<b>Legislative</b>	<b>Personnel</b>	<b>Operations</b>
<b>Gessner, M. Chair</b>	<b>Fagan, J. Chairman</b>	<b>Comanor, J. Chairwoman</b>	<b>Shillingburg, S. (Treas.) Chair</b>	<b>Burkholder, P. Chairman</b>	<b>Comanor, J. Chair</b>	<b>Mackay-Smith, J. Chairman</b>
<b>Mackay-Smith, J. Vice Chair</b>	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						
<b>Pure Water Forum Representative</b>	<b>No. Shenandoah Valley Regional Commission</b>	<b>Shenandoah Co. Water Resources Advisory Committee</b>				
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 December 2025

	Jul - Dec 25	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	530,203.19	560,000.00	94.7%
<b>Total Income Designated Receipts</b>	<b>615,984.09</b>	<b>569,000.00</b>	<b>108.3%</b>
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%
<b>Total County/City Contributions</b>	<b>63,591.50</b>	<b>58,133.00</b>	<b>109.4%</b>
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	11,000.00		
Interest Income	59,788.52	12,000.00	498.2%
Other Income			
Donations	400.00	400.00	100.0%
<b>Total Other Income</b>	<b>400.00</b>	<b>400.00</b>	<b>100.0%</b>
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
<b>Total VCAP</b>	<b>14,683.00</b>		
<b>Total Undesignated Receipts</b>	<b>356,054.52</b>	<b>483,716.00</b>	<b>73.6%</b>
<b>Total Income</b>	<b>972,038.61</b>	<b>1,052,716.00</b>	<b>92.3%</b>
<b>Gross Profit</b>	<b>972,038.61</b>	<b>1,052,716.00</b>	<b>92.3%</b>
<b>Expense</b>			
Awards Banquet	3,126.72	3,000.00	104.2%
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	2,979.03	15,000.00	19.9%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	25.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
<b>Total Dues</b>	<b>4,392.00</b>	<b>5,000.00</b>	<b>87.8%</b>
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon	0.00	1,000.00	0.0%
Outreach Event(s)	59.32	1,000.00	5.9%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
<b>Total Scholarships</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.0%</b>
<b>Total Ed &amp; Info / Public Outreach</b>	<b>59.32</b>	<b>4,800.00</b>	<b>1.2%</b>
Insurance	1,308.00	2,000.00	65.4%



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01/05/26

Cash Basis

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

	<u>Jul - Dec 25</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Office Expenses</b>			
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	3,584.74	10,000.00	35.8%
Office Equipment	7,052.61	10,000.00	70.5%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,448.00	5,000.00	49.0%
Office Supplies	2,203.68	5,500.00	40.1%
Postage	707.48	1,250.00	56.6%
Telephone/Internet	2,696.41	6,500.00	41.5%
Vacancy Ads	0.00	500.00	0.0%
<b>Total Office Expenses</b>	<b>18,728.92</b>	<b>52,750.00</b>	<b>35.5%</b>
<b>Personnel/Staff Expenses</b>			
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	3,489.84	7,500.00	46.5%
Staff Salaries & Benefits	172,757.41	790,350.00	21.9%
<b>Total Personnel/Staff Expenses</b>	<b>177,429.55</b>	<b>803,850.00</b>	<b>22.1%</b>
<b>Vehicle Gas &amp; Service</b>	<b>2,083.85</b>	<b>7,000.00</b>	<b>29.8%</b>
<b>Total District Regular Expenses</b>	<b>206,980.67</b>	<b>890,400.00</b>	<b>23.2%</b>
<b>VCAP Expenditures</b>			
VCAP Cost Share disbursements	12,283.00		
<b>Total VCAP Expenditures</b>	<b>12,283.00</b>		
<b>Total Expense</b>	<b>222,432.49</b>	<b>900,400.00</b>	<b>24.7%</b>
<b>Net Ordinary Income</b>	<b>749,606.12</b>	<b>152,316.00</b>	<b>492.1%</b>
<b>Net Income</b>	<b>749,606.12</b>	<b>152,316.00</b>	<b>492.1%</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

01/05/26

Cash Basis

As of December 31, 2025

	Dec 31, 25
<b>Dedicated Reserves</b>	
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
<b>Total Dedicated Reserves</b>	<b>1,960,000.00</b>
<b>Operations</b>	
DCR Operating Funds	518,936.73
EOL Varification Earnings	53,418.42
Other Income	
Refunds	1,808.26
Donations	2,000.00
<b>Total Other Income</b>	<b>3,808.26</b>
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	10,803.10
<b>Special Projects</b>	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
<b>Total Community Garden/Harvest Fest.</b>	<b>4,790.92</b>
<b>Total Special Projects</b>	<b>4,790.92</b>
Sales/Services	2,063.70
Interest	112,044.54
Local Gov't Funds	108,257.03
<b>Total Operations</b>	<b>817,998.85</b>
<b>Restricted Funds</b>	
<b>VNRCF TA</b>	
FY 26 VNRCF TA	530,203.19
FY 25 VNRCF TA	125,662.70
<b>Total VNRCF TA</b>	<b>655,865.89</b>
<b>VCAP TA</b>	<b>2,400.00</b>
<b>Cost Share Funds</b>	
<b>CREP</b>	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
<b>WQIA</b>	
2026 CB VACS Transfer (24)	7,177.50
2026 CB VACS	2,811,557.70
2025 CB VACS	3,859,621.56
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
<b>Total WQIA</b>	<b>9,275,886.79</b>
<b>Total Cost Share Funds</b>	<b>9,275,886.79</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

As of December 31, 2025

01/05/26

Cash Basis

	Dec 31, 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	9,935,511.62
TOTAL	12,713,510.47

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
First Bank, Period Ending 12/31/2025

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	<u>Dec 31, 25</u>
<b>Beginning Balance</b>	3,181,985.32
<b>Cleared Transactions</b>	
Checks and Payments - 17 items	-12,349.57
Deposits and Credits - 4 items	213,208.47
	<u>200,858.90</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<u><u>3,382,844.22</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 6 items	-1,277.69
	<u>-1,277.69</u>
<b>Total Uncleared Transactions</b>	
<b>Register Balance as of 12/31/2025</b>	<u><u>3,381,566.53</u></u>
<b>Ending Balance</b>	3,381,566.53

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bank, Period Ending 12/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,181,985.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	10/08/2025	5578	Millwood Station Vol...	X	-600.00	-600.00
Check	11/13/2025	5590	Virginia Business Sy...	X	-577.66	-1,177.66
Check	11/13/2025	5585	Brett Ramer	X	-46.20	-1,223.86
Check	11/13/2025	5589	Madison Coffey	X	-42.00	-1,265.86
Check	11/17/2025	5594	Purchase Power	X	-333.75	-1,599.61
Check	12/10/2025	5595	Town of Strasburg	X	-5,283.00	-6,882.61
Check	12/10/2025	5604	Card Services	X	-2,369.33	-9,251.94
Check	12/10/2025	5596	Virginia Business Sy...	X	-568.50	-9,820.44
Check	12/10/2025	5597	Dana N. Gochenour	X	-435.40	-10,255.84
Check	12/10/2025	5605	Max Real Group, LLC	X	-408.00	-10,663.84
Check	12/10/2025	5600	Virginia Business Sy...	X	-292.50	-10,956.34
Check	12/10/2025	5599	Allyson Ponn	X	-212.40	-11,168.74
Check	12/10/2025	5601	Treasurer of Virginia	X	-150.00	-11,318.74
Check	12/10/2025	5603	Stephanie Shillingburg	X	-100.80	-11,419.54
Check	12/10/2025	5602	Frog's Garage Shop	X	-86.64	-11,506.18
Check	12/10/2025	5598	Olivia Donachie	X	-46.20	-11,552.38
Check	12/11/2025	5606	Joan M. Comanor	X	-797.19	-12,349.57
<b>Total Checks and Payments</b>					<b>-12,349.57</b>	<b>-12,349.57</b>
<b>Deposits and Credits - 4 items</b>						
Deposit	12/09/2025			X	6,483.00	6,483.00
Deposit	12/11/2025			X	400.00	6,883.00
Deposit	12/11/2025			X	196,268.94	203,151.94
Deposit	12/31/2025			X	10,056.53	213,208.47
<b>Total Deposits and Credits</b>					<b>213,208.47</b>	<b>213,208.47</b>
<b>Total Cleared Transactions</b>					<b>200,858.90</b>	<b>200,858.90</b>
<b>Cleared Balance</b>					<b>200,858.90</b>	<b>3,382,844.22</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	12/29/2025	5607	Queen Street Diner		-285.60	-285.60
Check	12/29/2025	5608	Olivia Donachie		-260.40	-546.00
Check	12/29/2025	5609	Brett Ramer		-260.40	-806.40
Check	12/29/2025	5612	Shentel		-200.84	-1,007.24
Check	12/29/2025	5611	Pitney Bowes Global...		-200.46	-1,207.70
Check	12/29/2025	5610	Quill Corporation		-69.99	-1,277.69
<b>Total Checks and Payments</b>					<b>-1,277.69</b>	<b>-1,277.69</b>
<b>Total Uncleared Transactions</b>					<b>-1,277.69</b>	<b>-1,277.69</b>
<b>Register Balance as of 12/31/2025</b>					<b>199,581.21</b>	<b>3,381,566.53</b>
<b>Ending Balance</b>					<b>199,581.21</b>	<b>3,381,566.53</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,143,146.73
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	11/13/2025	4028	Virginia Resource A...	X	-92,795.36	-92,795.36
Check	11/13/2025	4026	Virginia Resource A...	X	-55,160.50	-147,955.86
Check	11/13/2025	4030	Franklin's Double D ...	X	-36,644.60	-184,600.46
Check	11/13/2025	4029	Jeffrey W. Gochenour	X	-36,170.28	-220,770.74
Check	11/17/2025	4032	Windcrest Holsteins,...	X	-1,123.02	-221,893.76
Total Checks and Payments					-221,893.76	-221,893.76
<b>Deposits and Credits - 2 items</b>						
Deposit	12/11/2025			X	1,425,145.66	1,425,145.66
Deposit	12/31/2025			X	30,083.12	1,455,228.78
Total Deposits and Credits					1,455,228.78	1,455,228.78
Total Cleared Transactions					1,233,335.02	1,233,335.02
Cleared Balance					1,233,335.02	10,376,481.75
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Check	11/13/2025	4027	The Wild Wild West...		-3,600.00	-3,600.00
Check	11/13/2025	4025	Reed J. Shiflett		-1,128.00	-4,728.00
Check	12/29/2025	4049	Virginia Resource A...		-474,307.65	-479,035.65
Check	12/29/2025	4048	John R. Bowman Irr ...		-133,893.29	-612,928.94
Check	12/29/2025	4045	James R. Pangle		-82,446.89	-695,375.83
Check	12/29/2025	4051	Audley Farm		-42,988.49	-738,364.32
Check	12/29/2025	4041	Paul J Almeter		-17,694.00	-756,058.32
Check	12/29/2025	4050	Spring Valley Farms ...		-13,080.00	-769,138.32
Check	12/29/2025	4042	Kent L. Burch		-11,343.75	-780,482.07
Check	12/29/2025	4036	Donald R. Sauer		-11,277.50	-791,759.57
Check	12/29/2025	4043	Harry B. Polk, Jr.		-11,155.00	-802,914.57
Check	12/29/2025	4046	Philip W. Crisman III		-10,581.25	-813,495.82
Check	12/29/2025	4039	Jeffrey F. Bushong		-9,733.75	-823,229.57
Check	12/29/2025	4034	John E. Venskoske, ...		-9,687.50	-832,917.07
Check	12/29/2025	4035	Vineyard Hill Farm, L...		-6,767.50	-839,684.57
Check	12/29/2025	4037	Michele L. Gibson		-4,787.50	-844,472.07
Check	12/29/2025	4040	Robert S. Boyd, Jr.		-4,650.00	-849,122.07
Check	12/29/2025	4038	Long Branch Historic...		-4,062.50	-853,184.57
Check	12/29/2025	4044	David A. Gochenour		-4,006.25	-857,190.82
Check	12/29/2025	4047	Peter J. Jordan		-2,772.88	-859,963.70
Check	12/31/2025	4052	Virginia Resource A...		-132,433.97	-992,397.67
Check	12/31/2025	4053	Chambers Family Vi...		-52,140.14	-1,044,537.81
Total Checks and Payments					-1,044,537.81	-1,044,537.81
Total Uncleared Transactions					-1,044,537.81	-1,044,537.81
Register Balance as of 12/31/2025					188,797.21	9,331,943.94
<b>Ending Balance</b>					<b>188,797.21</b>	<b>9,331,943.94</b>

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01/05/26

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 12/31/2025**

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	<b>Dec 31, 25</b>
<b>Beginning Balance</b>	9,143,146.73
<b>Cleared Transactions</b>	
Checks and Payments - 5 items	-221,893.76
Deposits and Credits - 2 items	1,455,228.78
<b>Total Cleared Transactions</b>	1,233,335.02
<b>Cleared Balance</b>	<b>10,376,481.75</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 22 items	-1,044,537.81
<b>Total Uncleared Transactions</b>	-1,044,537.81
<b>Register Balance as of 12/31/2025</b>	<b>9,331,943.94</b>
<b>Ending Balance</b>	9,331,943.94