

Board of Directors, Board Packet 4/9/2026



We work with the people who work the land.

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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

April 9, 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
April 9, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Spring is finally serious about sticking around. Aside from allergies, this is a wonderful time of year. Thanks for the condolences on the death of my husband - much appreciated. We are now moving into the final quarter of the fiscal year with many activities to be accomplished. Please give your full attention and cooperation to requests to review the annual work plan, other policies and procedures.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the March 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.
- Committee Chairs please be thinking of any Budget Requests you may have for FY27 and send them to Sarah by April 15.
- 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:

- Att E prep (3rd Qtr.)
- Printer Lease / exchange items.
- SAM & CAGE registration/renewal update.
- 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:

- 3/6 QuickBooks items with Sarah Adams
- 3/10 SHRM Webinars (x2)
- 3/12 Monthly Board Meeting
- 3/20 SHRM Webinars (x3)
- 3/23 SHRM Webinars (x2)
- 3/24 Attended the Area I Spring meeting, Lexington, VA
- 3/25 LFSWCD Envirothon, Winchester, VA
- 3/26 SHRM Webinars (x2)
- 3/30 PACE Re-certification

Office closings:

**Conservation Programs Manager
Dana Gochenour**

- On Leave

**Senior Conservation Specialist
Nick Livesay**

Promoting BMPs

- Koon (WP-4B: Clake Co.) correspondence with contractor regarding design and timeline
- J. Bowman (SL-6W: Spring tributary, Shen. Co.) fence staking with Madison and Ben
- Whetzel (WP-4SF: Shen. Co.) correcting cost share increase and correspondence
- Double R Bar Ranch (SL-6W: Cedar Spring Run, Shen. Co.) correspondence with producer regarding well, water system, quotes
- Visit with producer regarding several potential projects in Clarke Co. with Olivia
- Visit x 2 with potential SL-6W/CCI in Clarke County with Ben
- Visit with potential CCI-SL-6N in Clarke County with Ben
- Visit with two potential CCI-SL-6N in Frederick County with Ben
- Visit with potential WP-4LL (Trib. to Hogue Creek) in Fred. Co. with Madison and Ben
- Zoom call with Sara B., Amanda P., Madison, and Ben re: potential WP-4LL in Shen Co
- Sine (WP-4B: Shen. Co.) visit to examine trail and walkway, Zoom call with DCR.
- Visit with potential SL-6W (Swover Creek) in Shen. Co. with Brett
- Visit with potential Equipment Tax Credit and CCI-SL-6N in Clarke County with Brett
- Visit with potential CCI (Eishelman Run) in Shen. Co.
- Visit with potential SL-6W (Dry Run, Shen. River.) ASA complaint in Warren County
- Visit with potential SL-7 (Mountain Spring Stream) in Shen. Co.
- Follow up visit with potential SL-6W (White Pine Branch) in Fred. Co. to go over plan
- Visit with potential SL-6W (Trib. to Westbrook Run) in Clarke County
- Marker Miller (SL-6W: Opequon Creek, Fred. Co.) visit to go over plan with producer
- Westbrook (FR-3: Clarke County) tree planting quality check w. DOF and PEC
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Visit with potential CL and RH in Warren County (NFSR) with Lisa
- Follow up with potential CL in Frederick County (Back Creek)
- Zoom Call with Rachel and Haily (VCAP coordinators) regarding multiple projects

Education/Outreach

- PEC Riparian Buffer Outreach Event at Blandy (3/4/26)
- Annual Envirothon at Museum of the Shenandoah Valley, Winchester (3/25/26)
- Annual Soils lesson for VA Master Naturalist induction class at Blandy (3/28/26)

**Conservation Specialist
Madison Coffey**

Training:

- None

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Initial site visit with Ben on 3/3/2026 for potential animal waste projects in Frederick County.
- Fence staking with Brian (NRCS) on 3/3/2026 for Atkinson (Fred: SL-6W).

- In-office visit on 3/4/2026 for a potential SL-1 practice to review the cost estimate and practice spec. Entered conservation plan and practice into CAS.
- Initial site visit with Brett on 3/5/2026 for a potential SL-1 in Shenandoah County to review program requirement.
- Site visit with Brian and Brent (NRCS) on 3/6/2026 for a potential SL-6W project in Shenandoah County.
- Initial site visit with Ben and Nick on 3/9/2026 for a potential animal waste project in Frederick County.
- Initial site visit with Ben and Nick on 3/9/2026 for a potential SL-6 project in Frederick County.
- Fence staking with Ben, Nick, and Olivia on 3/9 and 3/10/2026 for Bowman (Shen: SL-6W).
- Initial site visit with Olivia on 3/10/2026 for a potential stream exclusion project in Shenandoah County.
- Engineering site visits on 3/11/2026 for multiple animal waste practices in Shenandoah County.
- Follow-up site visit with Ben and Brett on 3/11/2026 for a potential SL-6 and sinkhole cleanout project.
- Follow-up site visit with Ben and Olivia on 3/12/2026 for a potential critical area planting in Shenandoah County.
- As-built inspection with Brian (NRCS) on 3/26/2026 for Atkinson (Fred: SL-6W).
- Initial site visit with Ben on 3/26/2026 for a potential SL-1 in Shenandoah County. Provided landowner with cost estimates and entered conservation plan and application into CAS.
- Follow-up site visit with Ben on 3/26/2026 for Shiflett (Shen: WP-4) to inspect concrete curbing and HUA pads.
- Follow-up site visit with Brett on 3/31/2026 for a potential stream exclusion project in Warren County.

Other Activities:

- Millbrook Student Job Shadow – 3/4/2026
- CTC Agenda Prep – 3/9/2026
- CTC Meeting – 3/12/2026
- Board Meeting – 3/12/2026
- Envirothon – 3/25/2026
- Sick Leave: 3/16-20/26

Conservation Specialist

Ben Loyd

Training:

Promoting BMPs:

- Part III signature for completed WP-4LL – Shenandoah County
- Initial visit with Madison for potential WP-4LL – Frederick County
- As-Built with Madison for SL-6W – Clarke County
- Mid-Construction Check for approved SL-6W – Clarke County
- Conversation Plan creation and entered into tracking for potential SL-1 – Shenandoah County
- Initial visit with Nick for potential SL-6, SL-7 – Clarke County
- Follow up visit with Nick for potential CCI-SL-6 – Clarke County
- Initial visit with Nick for potential CCI-SL-6 – Frederick County
- Initial visit with Nick and Madison for potential WP-4 – Frederick County
- Initial visit with Nick and Madison for potential SL-6W – Frederick County
- Fence staking with Nick and Madison for approved SL-6W – Shenandoah County
- Plan map creation for potential SL-6W and SL-7 – Clarke County
- Fence staking with Madison and Olivia for approved SL-6W – Shenandoah County
- Plan Map and cost estimate creation for potential SL-6W – Frederick County
- Follow up visit with Madison, Brett, and Olivia for potential SL-6W – Shenandoah County
- Follow up visit with Madison and Olivia for potential SL-11 – Shenandoah County
- Follow up visit for potential SL-1 – Frederick County
- Updated plan map and cost estimate for potential CCI-SL-6N – Clarke County
- Cover crop file work – Whole district
- Updated plan map and cost estimate for potential SL-6W – Shenandoah County

- Initial visit with Olivia for potential SL-6N – Frederick County
- Follow up visit with Olivia for potential SL-6W – Frederick County
- Initial visit with Brett for technical assistance and possible future projects. – Clarke County
- Follow up visit with Nick for potential SL-6W – Clarke County
- Plan map and cost estimate update for potential SL-6W, SL-7 – Clarke County
- Initial visit with Madison for potential SL-1 – Shenandoah County
- As-Built inspection with Madison for completed WP-4 – Shenandoah County
- Initial visit with Brett for potential WP-4LL - Shenandoah County
- Entered CCI-SL-6N in tracking – Clarke County

Other Activities:

- CTC Meeting – 5/12/2026
- Board Meeting – 5/12/2026
- Envirothon – 5/25/2026

**Conservation Specialist
Brett Ramer**

- **Promoting BMP's**
 - Initial SL-1 Visit with Madison (Shenandoah County)
 - Initial SL-6, SL-10 Visit with Ben, Madison, and Olivia (Shenandoah County)
 - Initial SL-6 Visit with Nick (Clarke County)
 - Initial site visit with Ben (Clarke County)
 - Initial building site visit with Ben (Shenandoah County)
 - Follow-up visit with Madison (Warren County)
- **Education/Upcoming Events**
 - Correspondence with Seven Bends State Park and DOF for possible Spring outreach event
 - Meeting with Megan from Seven Bends State Park to look at potential sites for outreach event
 - Spring Tree ID Hike scheduled for Saturday, May 9th from 1:00-2:30 PM at Seven Bends State Park (<https://www.eventbrite.com/e/spring-tree-identification-hike-tickets-1986093248370?aff=oddtcreator>)
- **Other Activities**
 - Correspondence with VA SWCS
 - 3/3 - 9 hours of sick leave
 - Email and phone correspondence with potential SL-1 applicant (Shenandoah County)
 - Entered proposed SL-1 into CAS and completed Conservation Plan (Shenandoah County)
 - Teams Call with Amanda, Sara, and LFSWCD staff about potential project
 - CTC/District Board Meeting - 3/12/2026
 - Completed Strategic Plan Internal Review survey
 - Cover crop entry into CAS
 - Map making for various projects
 - Area I Meeting in Lexington, VA - 3/24/2026
 - Envirothon at the Museum of the Shenandoah Valley - 3/25/2026
 - Conservation Planning Curriculum Changes meeting with Area I staff

**Conservation Specialist
Olivia Donachie**

Trainings/Conferences:

- N/A

Promoting BMPs:

- Follow Up Visit for CCI SL-6N in Clark Co with Nick 3/4

- Initial visit for potential SL-6 in Shen Co with Madison **3/10**
- Fence staking for SL-6 in Shen Co with Madison and Ben **3/10**
- Visit for SL-6 in Shen Co with Ben, Madison, and Brett **3/11**
- Engineering call regarding potential building in Shen Co **3/11**
- Initial visit for SL-11 in Shen Co with Madison and Ben **3/12**
- Entered cover crops acreage & made cancellations for fields that didn't meet cover **3/16-19**
- Initial visit for SL-6N/SL-7 in Fred Co with Ben **3/18**
 - Received application and entered into Tracking
- Follow up visit for SL-6 in Fred Co with Ben **3/18**
- Received application for SL-1 in Shen Co and entered in Tracking
- Created map and cost estimates for several projects listed above
- Contact with Jay Marshall regarding NMP's for cover crops

Other Activities:

- CTC/Board Meeting **3/12**
- Fred Co Comprehensive Plan Meeting re: Water – Tabling Event **3/19**
- Area I Meeting in Lexington with Ally, Brett and Sarah **3/24**
- Local Envirothon at MSV **3/25**
- DOF's Conservation Field Day at Caroline Furnace with Ally **3/26**

**Program Support Specialist
Lisa Parks**

Trainings/Conferences: Promoting BMPs

- Processed the 8 new BMPs approved at the February board meeting and mailed Part IIs to participants for signature.
- Created new CCI-SL-6W for a producer in Shenandoah County to renew their practice for 5 more years - performed site visit/inspection to ensure BMP was functional.
- Obtained full report of BMPs expiring in 2026 to work CCI renewals for the year.

VCAP

- Initial VCAP visit in Shenandoah County for potential wildflower meadow and/or permeable paver installation - 3/2/2025
- Initial VCAP visit in Warren County for potential conservation landscaping and/or permeable paver installation -3/18/2026
- Obtained updates for two In-Progress Frederick County projects - both are on schedule for May completion.

Other Activities:

- Attended LFSWCD Technical Meeting - 3/12/2026
- Attended LFSWCD Board Meeting - 3/12/2026
- CAS Tips Training - 3/25/2026
- Completed updates to our contractor listing - ensuring we have good contact data and services provided for each.

**Education & Conservation Specialist
Allyson Ponn**

Education:

- Envirothon Coordination (team registration, coordination, station tests, etc)
- Area 1 Envirothon planning
- Conservation Field Day @ Caroline Furnace
- Summer Camp Planning meeting

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- County budget packets + flyers
- Scholarship Application Reminder
- YCC Application Reminder

Promoting BMPs:

- Catching up on Cover crops
- SL-1 payouts

Office:

- CTC and Board meeting
- Area 1 Winter Business meeting prep
- Area 1 Quarterly Report for VASWCD
- Area 1 Soil and Water Board nominations
- Storage room organization

VACDE/Training:

- VACDE Winter Business Meeting Prep (agenda, budget, minutes, awards)
- 1 Quarter Board meeting prep
- Graves Annual Training planning
- Conservation Planner Certification meetings (review of proposed certification)
- Awards Committee meeting
- VACDE Report for VASWCD Association Meeting
- CPC Review scheduling + Meeting with Vanessa

Upcoming Events:

- **April 21st:** STEM Fair at Laurel Ridge Community College, 10-2pm
- **April 21st:** STEM Fair at Clarke County High School, 530-730
- **April 23rd:** SWCD Talk at Westminster-Canterbury, 7PM
- **April 26th:** Lone Pine Day/Earth Day Front Royal, 10-3pm
- **April 28th:** Area 1 Envirothon @ Grand Caverns Park.
- **May 17-18:** State Envirothon at EMU.
- **June 1-5:** JR Ranger Camp at Seven Bends State Park, 9-12PM
- **June 2 (TBD):** Wetlands Field Day @ Powhatan School in Clarke County
- **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

- The Committee will meet immediately following the board meeting to review scholarship applications, YCC camp applications, review our annual work plan, recap the Envirothon and other business.

MOTION: DELEGATE AUTHORITY TO ED & INFO COMMITTEE TO SELECT A NOMINEE IF ANY FOR A VASWCD SCHOLARSHIP AND LOCAL SCHOLARSHIP IF WARRANTED.

Legislative Committee

Paul Burkholder

- No written report.

Personnel
Joan Comanor

- We will set a meeting date for mid to late May for performance evaluations.

Operations
Justin Mackay-Smith

- No new items.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- Nothing to report. Board did not meet in March. Next meeting is April 16th.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum
Jack Owens

- No new items to report.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Quarterly Reports due April 15, 2026**, 3rd Qtr. Attachment E, cash balance and Profit & Loss reports.
- **Next dates for Disbursement letters:**
Pull obligations May 1, disbursement letters transmitted to SWCDs May 11
Pull obligations June 1, disbursement letters transmitted to SWCDs June 8

Reminders from Desktop Procedures and Grant Agreement Deliverables:

- **Complete Annual Fixed Asset Inventory** –The fixed assets inventory should be revisited annually, and all changes should be board approved and recorded in the 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.
- **Review of the current Desktop Procedures** dated 7/1/24 per grant agreement, 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.**”
- **Review Audit Reports** - The VA Soil and Water Conservation Board (VSWCB) met 03/20/26 to review information provided by the auditors. The General Management Letter dated 3/20/26 was emailed to all Districts on 3/26/26. Please be sure to include that letter in a future board meeting packet and take the time to review. Adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.
 - Districts in receipt of individual audit letters need to share those letters at a future board meeting as well and take corrective actions and adhere to the deadlines set forth in the letter.
- **FY27 Budget:** SWCD board approval by June 30.

AG & COST SHARE ITEMS:

- **Carryovers:** It is time to 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.

- **PY 2027 Secondary Considerations:** Requires DCR approval. Must be submitted for review and approval by Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager w/copy to CDC. Must be DCR approved before any PY27 contracts are approved.
- **PY 2027 Average Cost List:** Requires SWCD board approval before any PY27 contracts are approved. Submit to Sara Bottenfield w/copy to CDC.
- **Mark your calendars PY27 VACS Program Update Sessions: Wednesday, June 17: 1- 4pm or Tuesday, June 23: 9am – noon** Both sessions will be virtual, and the content will be the same. You only need to attend one. Links to join each session will be sent out as we get closer to the dates
- **Unobligated PY26 cost share funds** The requirement for districts to obligate 90% of cost share dollars no longer exists. Unobligated PY26 cost share funds, even if they have been disbursed, will need to be returned to DCR with appropriate TA.
- **Follow-up to CY25 Random and End of Lifespan Verifications:** Please continue to work with participants who have BMPs with maintenance needs or repayment needs. Update Verification Module as repairs are made/repayments received.
- **Verifications for 2026** have been uploaded into CAS/Tracking.
 - **2026 End of Lifespan (EOL) BMP Verifications** to be completed by 09/30/26. EOLs for 27 & 28 receive an incentive payment if completed by 9/30/26.
 - **CY 2026 Random Verifications:** Will be scheduled w/ SWCD staff.
- **TAC and PY28 VACS Program Recommendations:** DCR will convene a Technical Advisory Committee (TAC) again this year to consider and recommend changes to the Virginia Agricultural Cost-Share (VACS) Program. **Suggestions for the 2026 TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcr.virginia.gov) no later than April 30, 2026.** Partners are asked to submit the items they feel are most critical for the future of the VACS Program.
 - Suggestions will be reviewed for eligibility and assigned to the appropriate TAC subcommittee or to DCR for consideration. Suggestions may be prioritized to manage workload and allow for thorough consideration. To expedite TAC discussions please consider including a sentence or two with your suggestion that explains the reasoning behind it.
 - If you would like to stay up to date as the TAC gets underway this Summer, scheduled meetings and minutes will be posted on the Virginia Regulatory Town Hall (<https://townhall.virginia.gov/l/meetings.cfm>, select 'Department of Conservation and Recreation' from the Agency dropdown and 'Virginia Soil and Water Conservation Board', select time period).
 - For Soil and Water Conservation Districts, state code [§ 62.1-44.119:3](#) includes the following: *Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under § 10.1-2128.1. Please include these recommendations in TAC suggestion submissions.*
- **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 will be emailed by mid or late April. No action is needed and 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
 - **Nutrient Management courses Summer/Winter
 - **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:

April 8: **VASWCD Board Meeting**, Drury Plaza Hotel, Richmond

April 13: **Review of the Proposed Changes to the Desktop Procedures**, 11:00 am Register for the Zoom meeting in advance at: <https://us02web.zoom.us/join/OKZTQCW-RsKCoOOSsXbVGA>

April 10: **Potomac Council and Potomac Watershed Roundtable Mtgs.**, Frying Pan Farm Park, Herndon, VA
 April 15: **VA Soil & Water Conservation Board Mtg.** Pocahontas State Park, Swift Creek Hall, 10301 State Park Rd, Chesterfield
April 15: Area II Spring Meeting, Oatlands, Leesburg, Loudoun SWCD hosting
Apr 15: FY26 3rd Quarterly Reports, Att E & related Financial reports due to DCR
April 20: CAS Tips & Tricks, 11:30am -12:30 pm. More details forthcoming
April 22 & 23: General Assembly Reconvened Sessions to act on vetoes and amendments; to address the state budget
 April 23: Area II Envirothon, **Graves Mountain Lodge, Culpeper & Thomas Jefferson SWCDs co-hosting**
 April 28: Area I Envirothon, **Grand Caverns**
April 30: BMP approvals must be in CAS by COB for disbursement in May
 April 30: Suggestions for the CY25 TAC's consideration should be submitted to the Agricultural Incentives Program Manager
~~May 11 VA Soil & Water Conservation Board Mtg~~ Postponed until June due to unresolved state budget. Date TBD.
 May 15: Deadline to request approval from DCR for carryovers into a 4th program year. (all requests for carryover into the 4th year 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 17: PY27 VACS Program Update Session 1:00-4:00 pm
June 23: PY27 VACS Program Update Session 9:00-Noon *CDC Report sent to districts 4/1/2026.*

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)

The Valley DEQ Office doesn't have anything new to report.

If interested, please share the latest DEQ News online newsletter found on the Newsroom Page:

<https://www.deq.virginia.gov/news-info/newsroom>

The direct link to the March 19 DEQNews is here:

https://content.govdelivery.com/bulletins/gd/VADEQ-40d0394?wgt_ref=VADEQ_WIDGET_1#link_7

There are many articles that may be of interest including, but not limited to, the NFWF grant funding, the new Water Withdrawal Dashboard for viewing reported withdrawal data from across the state, and the Virginia Brownfields Conference which will be held June 8-10 in Staunton.

MISC.



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MINUTES

The March 12, 2026, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

- Joan Comanor
- Mary Gessner
- Justin Mackay-Smith
- Randy Buckley
- Reid Hoak
- Emma Bricker
- Mark Huddleston
- Kermit Gaither

Associate Directors

- Ed Pendelton
- Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

- Debbie Cross, CDC/DCR
- Brent Barriteau, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

- Robert Clark
- James Fagan
- Paul Burkholder
- Jack Owens
- Jason Bushong
- Dana Gochenour
- Nick Livesay

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



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- Welcome back Allyson!
- Chairwoman Comanor announced she would have limited availability for the foreseeable future and made a request for delegated authority in the event she was unavailable in time of need. The following motion was made.

MOTION: Board delegates authority to an elected Board Member for items needing approval in the event Chairwoman Comanor is unavailable.

Motion made by Mark Huddleston, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

MOTION: Board approval of the February 12, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- General discussion of the General Assembly and budget items.
- Reminders
 - Area I Spring Meeting – March 24, 2026, at the Virginia Horse Center, Lexington, VA
 - LFSWCD Envirothon – March 25, 2026, at the Museum of the Shenandoah Valley, Winchester, VA

Treasurer & Finance Report: Stephanie Shillingburg

- Reviewed the written report.
- Reminded Committee Chairs to send Budget requests to Sarah by April 15th.
- A review of the Draft Desktop Procedures was performed as requested by Blair with DCR.

MOTION: to Accept and file for audit the Treasurer’s Report/Documents for February 2026 (as presented in the Board Packet). Motion made by Emma Bricker, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- On leave

Senior Conservation Specialist, Nick Livesay:

- Absent

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Was accepted into the Shenandoah Co. Chamber of Commerce Leadership Development course.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of follow-up and initial site visits happening with the break in weather.

Conservation Specialist – Brett Ramer

- Reviewed written report.

Conservation Specialist – Olivia Donachie

- Reviewed written report.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Education and Conservation Specialist, Allyson Ponn:

- Thanked Staff for assisting and performing tasks during her leave.
 - the Local Envirothon to be held March 25, 2026, at the Museum of the Shenandoah Valley.
 - Conservation Field Day, Caroline Furnace – March 26, 2026.

Committee Updates:

Conservation Technical - Mary Gessner

- The CTC meeting took place prior to the Board on 3/12/2026.
- Mary reviewed the CTC Report. Motions are as follows:

Motion 1: Motion to recommend the board approve conservation plan and cost share for 13-26-0086 FR-1.

CP-NRCS	13-26-0086	732102	Clarke	Afforestation of Pasture	FR-1					\$	20,337.63
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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



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Motion 2: Motion to recommend the board approve conservation plan and cost share for EAN replant for 13-24-0081

CP-13-23-0018	13-24-0081	583895	Frederick	Afforestation of Pasture	FR-1					\$	16,335.00
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Motion 3: Motion to recommend the board approve conservation plan and cost share for 13-26-0109 SL-1.

CP-13-26-0031	13-26-0109	736498	Shenandoah	Long Term Vegetative Cover of SL-1		High	118	24.32	N	\$	9,120.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Motion 4: Motion to recommend the board approve conservation plan and cost share for 13-26-0107 SL-1.

CP-13-26-0029	13-26-0107	736403	Shenandoah	Long Term Vegetative Cover of SL-1		High	100	31.12	N	\$	9,585.00
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Motion 5: Motion to recommend the board approve cost share for 13-26-0105 CCI-SL-6W.

N/A	13-26-0105	735796	Shenandoah	Stream Exclusion with Narrow W CCI-SL-6N		Medium	138	29.60	N	\$	10,947.25
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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



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Motion 6: Motion to recommend the board approve conservation plan and cost share for 13-26-0108 SL-1.

CP-13-26-0030	13-26-0108	736420	Frederick	Long Term Vegetative Cover of	SL-1	Medium	92	30.89	N	\$	6,930.00
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Motion 7: Motion to recommend the board approve cost share increase for 13-24-0070 WP-4SF and 13-24-0097 SL-6W.

	13-24-0070	582217	Shen./Seasonal Feeding Facility	WP-4SF					\$	5,725.70
	13-24-0097	586252	Clarke/Stream Exclusion with Wide Buffer	SL-6W					\$	2,435.00

Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Motion 8: Motion to recommend the board preliminarily approve the following cover crops contingent on if the contracts move forward to the DCR Variance Committee in PY26. If the contract does not move forward to DCR Variance for PY26, then the cover crop instances will have an approval date of 3/12/2026. If the contract moves forward to DCR Variance in PY26, then the cover crops will have an approval date that aligns with the Variance Bundle approval.

N/A	13-26-0050	730476	Frederick	Small Grain and Mixed Cover C	SL-8B	High	95	13.16	\$	6,489.00
N/A	13-26-0050	730477	Frederick	Harvestable Cover Crop	SL-8H	High	89	40.70	\$	804.00
N/A	13-26-0074	731597	Frederick	Harvestable Cover Crop	SL-8H	Low	92	40.16	\$	1,575.60
N/A	13-26-0074	731596	Clarke	Harvestable Cover Crop	SL-8H	Low	88	37.66	\$	3,969.00
N/A	13-26-0074	731598	Clarke	Harvestable Cover Crop	SL-8H	Low	84	39.32	\$	1,950.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Dam Safety & Conservation Easements - Jim Fagan

- Lisa gave a report in Jim's absence.
- Tabletop Exercise, April 8, 2026, w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - The Town of Strasburg will also be participating.
- Jim and Lisa attended the February Dam Owners virtual meeting.
 - The new satellite monitoring is available this is web based and will be replacing the current monitoring system.
 - Next meeting will take place in May (Virtual).



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Education & Information – Joan Comanor

- There will be a committee meeting held after the April 9, 2026, board to discuss YCC and Scholarship applications.
- Looking forward to the LFSWCD Envirothon being held at the Museum of the Shenandoah Valley March 25th.

Legislative – Paul Burkholder

- absent

Personnel – Joan Comanor

- Allyson requested board acceptance/approval of the continuance/hiring of a paid Spring/Summer internship position.

MOTION: Board approval of the continuance/hiring of a paid Spring/Summer internship position (as presented by Allyson during the Board meeting).
Motion made by Emma Bricker, seconded by Justin Mackey-Smith. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

Operations – Justin Mackay-Smith

- Allyson will be sending an email for the review of the Annual Plan of Work and Strategic Plan. Please complete the requested tasks by April 15, 2026.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Reviewed written report.
- Next meeting is April 16, 2026.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- A meeting was held March 11, 2026.
- The County is considering regulations for water consumption applying to industry or other large water withdrawal projects.

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

- Absent

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.



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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 Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark were absent at the time of vote.

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

The meeting adjourned at approximately 11:18am.

Respectfully submitted,
Sarah R. Fleming,
 Board Secretary

Approved by the Board through motion on:

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

04/02/26

Budget vs. Actual - Operating

Cash Basis

July 2025 through March 2026

	Jul '25 - Mar 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	88,262.08	12,000.00	735.5%
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	594,986.37	483,716.00	123.0%
Total Income	1,464,406.71	1,052,716.00	139.1%
Gross Profit	1,464,406.71	1,052,716.00	139.1%
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	5,054.07	15,000.00	33.7%
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	36.71		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	36.71	1,000.00	3.7%
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

04/02/26

Budget vs. Actual - Operating

Cash Basis

July 2025 through March 2026

	<u>Jul '25 - Mar 26</u>	<u>Budget</u>	<u>% of Budget</u>
Total Scholarships	0.00	2,000.00	0.0%
Total Ed & Info / Public Outreach	96.03	4,800.00	2.0%
Insurance	2,316.00	2,000.00	115.8%
Office Expenses			
Bank Fees/Serv Charge	72.00		
IT Services & Support / Web	5,310.23	10,000.00	53.1%
Office Equipment	9,511.35	10,000.00	95.1%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,080.00	5,000.00	81.6%
Office Supplies	3,410.82	5,500.00	62.0%
Postage	923.08	1,250.00	73.8%
Telephone/Internet	4,124.34	6,500.00	63.5%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	27,431.82	52,750.00	52.0%
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	5,116.57	7,500.00	68.2%
Staff Salaries & Benefits	362,422.35	790,350.00	45.9%
Total Personnel/Staff Expenses	369,448.62	803,850.00	46.0%
Vehicle Gas & Service	2,875.45	7,000.00	41.1%
Total District Regular Expenses	411,838.99	890,400.00	46.3%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	431,790.81	900,400.00	48.0%
Net Ordinary Income	1,032,615.90	152,316.00	677.9%
Net Income	<u>1,032,615.90</u>	<u>152,316.00</u>	<u>677.9%</u>

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of March 31, 2026

04/02/26
Cash Basis

	Mar 31, 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	689,626.44
Envirothon Expenses	-36.71
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	140,518.10
Local Gov't Funds	100,190.04
Total Operations	1,005,104.46
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	752,168.06
Total VNRCF TA	752,168.06
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	4,787,329.68
2025 CB VACS	3,667,093.77
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	11,075,465.98
Total Cost Share Funds	11,075,465.98

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of March 31, 2026

04/02/26

Cash Basis

	<u>Mar 31, 26</u>
Other restricted funds	
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	11,831,392.98
Unclassified	<u>-398.00</u>
TOTAL	<u><u>14,796,099.44</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,200,179.37
Cleared Transactions						
Checks and Payments - 11 items						
Check	02/25/2026	5630	Shentel	X	-410.41	-410.41
Check	02/25/2026	5631	Queen Street Diner	X	-218.40	-628.81
Check	02/25/2026	5629	Natural Bridge SWCD	X	-175.00	-803.81
Check	02/25/2026	5632	Treasurer of Virginia	X	-100.00	-903.81
Check	03/04/2026	Debit	First Bank	X	-36.00	-939.81
Check	03/10/2026	5637	Card Services	X	-2,095.93	-3,035.74
Check	03/10/2026	5636	Virginia Business Sy...	X	-568.50	-3,604.24
Check	03/10/2026	5634	Max Real Group, LLC	X	-408.00	-4,012.24
Check	03/10/2026	5633	Virginia Business Sy...	X	-311.26	-4,323.50
Check	03/10/2026	5635	Madison Coffey	X	-60.88	-4,384.38
Check	03/11/2026	5638	Shenandoah County...	X	-400.00	-4,784.38
Total Checks and Payments					-4,784.38	-4,784.38
Deposits and Credits - 2 items						
Deposit	03/06/2026			X	460,027.75	460,027.75
Deposit	03/31/2026			X	10,360.87	470,388.62
Total Deposits and Credits					470,388.62	470,388.62
Total Cleared Transactions					465,604.24	465,604.24
Cleared Balance					465,604.24	3,665,783.61
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/31/2026	5644	Max Real Group, LLC		-408.00	-408.00
Check	03/31/2026	5639	Virginia Business Sy...		-286.26	-694.26
Check	03/31/2026	5642	Shentel		-203.68	-897.94
Check	03/31/2026	5640	Queen Street Diner		-184.80	-1,082.74
Check	03/31/2026	5643	Sarah R. Fleming		-47.85	-1,130.59
Check	03/31/2026	5641	VASWCD		-40.00	-1,170.59
Check	03/31/2026	5645	Allyson Ponn		-36.71	-1,207.30
Total Checks and Payments					-1,207.30	-1,207.30
Total Uncleared Transactions					-1,207.30	-1,207.30
Register Balance as of 03/31/2026					464,396.94	3,664,576.31
Ending Balance					464,396.94	3,664,576.31

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	3,200,179.37
Cleared Transactions	
Checks and Payments - 11 items	-4,784.38
Deposits and Credits - 2 items	470,388.62
Total Cleared Transactions	<u>465,604.24</u>
Cleared Balance	<u>3,665,783.61</u>
Uncleared Transactions	
Checks and Payments - 7 items	<u>-1,207.30</u>
Total Uncleared Transactions	<u>-1,207.30</u>
Register Balance as of 03/31/2026	<u>3,664,576.31</u>
Ending Balance	3,664,576.31

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,373,413.06
Cleared Transactions						
Checks and Payments - 4 items						
Check	11/13/2025	4025	Reed J. Shiflett	X	-1,128.00	-1,128.00
Check	02/25/2026	4056	Virginia Resource A...	X	-189,485.29	-190,613.29
Check	02/25/2026	4057	Jeffrey A. Mongold	X	-32,149.38	-222,762.67
Check	03/04/2026	4058	Reed J. Shiflett	X	-1,128.00	-223,890.67
Total Checks and Payments					-223,890.67	-223,890.67
Deposits and Credits - 3 items						
General Journal	03/04/2026	FY26 ...	Reed J. Shiflett	X	1,128.00	1,128.00
Deposit	03/06/2026			X	1,949,509.65	1,950,637.65
Deposit	03/31/2026			X	31,363.09	1,982,000.74
Total Deposits and Credits					1,982,000.74	1,982,000.74
Total Cleared Transactions					1,758,110.07	1,758,110.07
Cleared Balance					1,758,110.07	11,131,523.13
Register Balance as of 03/31/2026					1,758,110.07	11,131,523.13
Ending Balance					1,758,110.07	11,131,523.13

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	9,373,413.06
Cleared Transactions	
Checks and Payments - 4 items	-223,890.67
Deposits and Credits - 3 items	1,982,000.74
Total Cleared Transactions	<u>1,758,110.07</u>
Cleared Balance	<u>11,131,523.13</u>
Register Balance as of 03/31/2026	11,131,523.13
Ending Balance	11,131,523.13

Nikki Rovner
Director



Darryl Glover
Deputy Director for
Dam Safety,
Floodplain Management and
Soil and Water Conservation

Sarah Spota
Deputy Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Laura Ellis
Deputy Director for
Administration and Finance

March 20, 2026

Ms. Joan Comanor, Chair
Lord Fairfax Soil and Water Conservation District
722-B East Queen Street
Strasburg, Virginia 22657

Re: District Audit Results and VACS Contract Part II

Dear Ms. Comanor:

Earlier this calendar year, staff from Robinson, Farmer, Cox Associates (RFCA), under contract with the Department of Conservation and Recreation (Department), completed an audit for your District for the fiscal year(s) that ended on June 30, 2024, and June 30, 2025. During the audit, a revised Part II of a VACS contract was missing from a cost-share file.

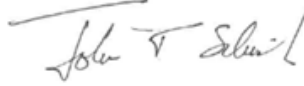
During the audit, a revised Part II of a VACS contract was missing from a cost-share file. The increase for the cost estimate was approved by the District and documented in the minutes. Section 12 of the *FY2025 Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations* and Section 16 of the *FY2025 Cost-share and Technical Assistance grant agreement* states:

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.

The Virginia Soil and Water Conservation Board, at the recommendation of the Audit Subcommittee, directs the Department to withhold \$500 of the District's FY2027 administration and operations allocation as a penalty for the incomplete Part II, rather than requiring full repayment of the cost-share funding and technical assistance for this practice.

Your Department Conservation District Coordinator, Debbie Cross, is available should you have any questions or comments concerning this audit and to assist with further discussion related to the audit findings.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Schick". The signature is written in a cursive style with a horizontal line above the first few letters.

John Schick, Chair
Audit Subcommittee
Virginia Soil and Water Conservation Board

cc: Stephanie Shillingburg, Treasurer, Lord Fairfax Soil and Water Conservation District
Sarah Fleming, Administrative Manager, Lord Fairfax Soil and Water Conservation District
Dana Gochenour, Conservation Program Manager, Lord Fairfax Soil and Water Conservation District
Debbie Cross, Department of Conservation and Recreation



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

March 20, 2026

MEMORANDUM

TO: Soil and Water Conservation District Chairpersons

FROM: John Schick, Chairman, Audit Subcommittee

A handwritten signature in blue ink, appearing to read "John Schick".

SUBJECT: District Audit Results with Comments and Recommendations

Under contract with the Department of Conservation and Recreation (DCR), staff from Robinson, Farmer, Cox Associates (RFC) completed an audit for twenty-three Districts for the fiscal year(s) that ended on June 30, 2024, and June 30, 2025. Additionally, three one-year audits were completed due to employee turnover. RFC should have provided you a copy of the results of your District's audit already. Additionally, DCR staff completed Cost-Share File Administrative Audits for Districts that had a financial audit completed.

There continue to be several repeat issues noted by the auditors and DCR staff across most Districts including the lack of documented approvals for checks and accounts payable disbursements, SPDA verifications, and cost-share conservation notes, and the failure to use the bid process for cost share components over \$50,000. While these issues have not generated significant findings for most Districts, they continue to need further attention. Repeat comments in future audits will generate findings.

Furthermore, any specific area(s) of concern identified in your District audit should be addressed immediately. Repeat comments found in the next audit cycle will likely result in additional actions being directed by the Subcommittee and potential financial penalties. I cannot over-emphasize the importance of sound fiscal and cost-share management. We are all entrusted with public monies so the careful management of these funds is paramount to our success and in maintaining the public confidence in our organizations.

As a reminder, the Soil and Water Conservation *District Desktop Procedures for Operations* is being updated for fiscal year 2027. Copies of the final approved procedures will be provided to each District Treasurer and administrative staff person later this summer and an electronic version of the procedures will be available on the DCR website. It is imperative that every District Director familiarizes themselves with the procedures and ensures that they are implemented correctly.

Your CDC is available should you have any questions or comments concerning the audits and to assist with further discussions and corrective actions related to the audit comments and recommendations.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

A century of protecting Virginia's natural and cultural treasures.



DATE: March 9, 2026

MEMORANDUM TO: Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation

FROM: Robinson, Farmer, Cox Associates (RFC)

REGARDING: FY24 and FY25 Audits

We were engaged by the Virginia Department of Conservation and Recreation (DCR) to audit the statements of cash receipts and disbursements for twenty-five Soil and Water Conservation Districts (the Districts) in Virginia. In planning and performing our audits of the statements of cash receipts and disbursements of the Districts, we considered the Districts' internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the statements of cash receipts and disbursements and not to provide assurance on the internal control structure.

However, during our audits, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our twenty-four reports on the statements of cash receipts and disbursements of the Districts. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies.

Insured Bank Accounts

Effective July 1, 2023, the Commonwealth of Virginia's amended Security for Public Deposits Act ("SPDA") regulations *require* Virginia public depositors to use the Treasury web-based Public Funds Search feature to ensure the banks they use are accurately reporting their public funds to the Treasury Board. DCR has made it a requirement that all Districts confirm their bank balances quarterly on the SPDA web site. There were several Districts that were not confirming all of their bank balances. Some failed to confirm their CD balances, and some failed to do it every quarter. We recommend that Districts perform this task every quarter for all bank accounts.

Dual Approvals on Disbursements

There were several districts where we observed disbursements that were made without obtaining two signatures of approval. We recommend compliance with the Desktop Guide that requires two signatures of approval on all payment invoices.

Travel Reimbursements

We noticed an increase in travel reimbursements being paid that were over 60 days from the date of the original purchases by the recipient of the reimbursements. We recommend that all costs being reimbursed by a District be done within 60 days.

Cost Shares - Part II Signatures

Carryover signatures and project completion dates were not always appropriately filled out on the Part II Form stored in the project folder despite being approved in other places. Project completion dates should also be appropriately entered on the Part II to ensure that project carryover approvals are appropriately received in a timely manner. Updating Part II Forms when new project estimates are done or additional funding becomes available also helps to create a clear audit trail and supports the amounts paid on the Part III Form. Part II Forms should also be approved by all applicable individuals, including the applicant if the project did not previously require the applicant's signature when the project was originally approved.

4.2.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: M. Gessner
 Members Present: R. Clark, R. Buckley, J. MacKay-Smith, E. Pendelton
 Members Absent: J. Bushong
 Others Present: M. Coffey, B. Loyd, B. Ramer, N. Livesay, A. Ponn, D. Cross (online)

Call to Order: 10:00 AM Motion by: MG
 Adjourn: 10:51 AM Motion by: JMS

Board Approved: _____
 Signature _____ Date _____

Fund Source:	Total funds available after 3/12/2026 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 3/30/2026	Obligated - Paid as of 3/30/2026	Obligated as of 3/30/2026	Total Allocation from DCR
2026 CB VACS	\$ 3,852,319.69		\$ 9,048.50	\$ 3,861,368.19	\$ 251,250.28	\$ 3,610,117.91	\$ 8,651,880.96	\$ 4,651,849.44	\$ 4,799,446.32	\$ 8,616,653.00
2026 CB VACS Transfer (2024)	\$ -			\$ -		\$ -	\$ 23,512.50	\$ 23,512.50		
Total Obligated for 2026 CB VACS								\$ 4,799,446.32		
Percent Obligated for 2026 CB VACS								55.70%		

*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; APOW - reviewed and made one adjustment to the language regarding the meeting time, group approved with revision; JLARK - Sarah was notified that our office will be receiving a survey in the next few weeks to complete. All district staff will be receiving a survey in the next few months; Audit Findings Discussion - we reviewed the VASWCB letter documenting our audit finding in relation to the missing Part II form. Staff explained the contract process (Part I for application, Part II for any approvals including cost share, tax credits, and carryovers, and Part III for any payments) and why it is possible for an Part II form to be missed, especially as a project is closing out. The committee determined that an appropriate corrective action would be for a secondary person to verify that all contract forms are accounted for and appropriately signed in each project folder prior to closing out the contract. This verification can be documented on the Table of Contents form that is already present in each folder.

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-26-0102	735084	2026 CB VACS	FR-1	\$ 8,508.50	\$ -	Cancelled	MC, OD	cancelled at participant's request due to family issues
13-26-0108	736420	2026 CB VACS	SL-1	\$ 540.00	\$ -	Approved	MC	correction to the CTC agenda to reflect actual cost share of \$6,390.00 needed for approval
Total of Cancellations and Underbudgets:				\$ 9,048.50				

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:					\$ -						

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
N/A	13-26-0050	730476	Frederick	Small Grain and Mixed C	SL-8B	High	95	13.16	Y	\$ 6,489.00			X	Approved	BL, AP	approved at the 3/12/26 Board Meeting
N/A	13-26-0050	730477	Frederick	Harvestable Cover Crop	SL-8H	High	89	40.70	N	\$ 804.00			X	Approved	BL, AP	approved at the 3/12/26 Board Meeting
N/A	13-26-0110	736962	Shenandoah	Stream Exclusion with W	CCI-SL-6W	High	161	22.87	N	\$ 7,350.00			X	Unapproved	LP	
N/A	13-26-0110	736994	Shenandoah	Forested Riparian Buffer -	CCI-FRB-1	High	125	40.42	N	\$ 922.00			X	Unapproved	LP	
CP-13-26-0034	13-26-0049	736672	Shenandoah	Long Term Vegetative Co	SL-1	High	114	29.76	N	\$ 2,840.00			X	Unapproved	OD/MC	
CP-13-26-0033	13-26-0112	737159	Shenandoah	Long Term Vegetative Co	SL-1	High	101	25.07	N	\$ 6,480.00			X	Unapproved	MC	
CP-13-26-0033	13-26-0112	737163	Shenandoah	Long Term Vegetative Co	SL-1	High	99	33.86	N	\$ 40,080.00			X	Unapproved	MC	
CP-13-26-0033	13-26-0112	737162	Shenandoah	Long Term Vegetative Co	SL-1	High	98	34.32	N	\$ 66,720.00			X	Unapproved	MC	
CP-13-26-0033	13-26-0112	737160	Shenandoah	Long Term Vegetative Co	SL-1	High	97	29.55	N	\$ 15,120.00			X	Unapproved	MC	
CP-13-26-0033	13-26-0112	737161	Shenandoah	Long Term Vegetative Co	SL-1	High	94	34.15	N	\$ 28,800.00			X	Unapproved	MC	
CP-13-26-0009	13-26-0050	671019	Frederick	Long Term Vegetative Co	SL-1	Medium	108	30.06	N	\$ 12,960.00			X	Unapproved	BL	
CP-13-26-0032	13-26-0111	737165	Frederick	Extension of Watering Sys	SL-7	Medium	80	45.56	N	\$ 9,867.55			X	Unapproved	OD/BL	
CP-13-26-0032	13-26-0111	737149	Frederick	Stream Exclusion with Na	SL-6N	Medium	75	21.07	Y	\$ 41,909.73			X	Unapproved	OD/BL	
N/A	13-26-0086	737191	Clarke	Stream Exclusion with Na	CCI-SL-6N	Low	116	36.44	N	\$ 10,908.00			X	Unapproved	BL	
<i>Total 2026 CB VACS Contracts Awaiting Variance Review:</i>																
Total 2026 CB VACS Contracts Presented for Approval:										\$ 251,250.28						

Total 2026 CB VACS Funds Approved:	\$	251,250.28
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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:				\$	-			

4.2.2026 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 3/12/2026 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 3/30/2026	Obligated - Paid as of 3/30/2026
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			\$ 66,250.42	\$ -	\$ 66,250.42	\$ 2,051,533.28	\$ 2,005,683.33
2025 CB VACS	\$ 380,951.99		\$ 67,317.05	\$ 448,269.04	\$ -	\$ 448,269.04	\$ 3,667,093.77	\$ 3,218,824.73

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
13-25-0110	656814	2025 CB VACS	SL-6W	\$ 60,721.40	\$ -	Cancelled	MC	cancelled at participant's request due to moving
13-25-0110	656815	2025 CB VACS	SL-6N	\$ 6,595.65	\$ -	Cancelled	MC	cancelled at participant's request due to moving
					Total of Cancellations and Underbudgets:	\$	67,317.05	

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
<i>Total 2025 CB VACS Contracts presented for approval:</i>								\$						
Total 2025 CB VACS Funds Approved:								\$						

CTC Meeting Motions and Vote Tally

Motion to begin meeting	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board approve	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

Motion to recommend that the board adjourn	
Made by:	
Vote	#
Yay	
Nays	
Abstains	
Motion passes	

4.2.2026 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend the board approve cost share for CCI-SL-6W and CCI-FRB-1 for contract 13-26-0110.										Made By: RC, JMS		
N/A	13-26-0110	736962	Shenandoah	Stream Exclusion with Wide Wid	CCI-SL-6W	High	161	22.87	N	\$	7,350.00	Vote	#
N/A	13-26-0110	736994	Shenandoah	Forested Riparian Buffer - Maint	CCI-FRB-1	High	125	40.42	N	\$	922.00	Yay	5
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Motion 2:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0049 SL-1.										Made By: JMS, RB		
CP-13-26-0034	13-26-0049	736672	Shenandoah	Long Term Vegetative Cover on	SL-1	High	114	29.76	N	\$	2,840.00	Vote	#
												Yay	5
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Motion 3:	Motion to recommend the board approve conservation and cost share for all SL-1 instances for contract 13-26-0112.										Made By: JMS, EP		
CP-13-26-0033	13-26-0112	737159	Shenandoah	Long Term Vegetative Cover on	SL-1	High	101	25.07	N	\$	6,480.00	Vote	#
CP-13-26-0033	13-26-0112	737163	Shenandoah	Long Term Vegetative Cover on	SL-1	High	99	33.86	N	\$	40,080.00	Yay	4
CP-13-26-0033	13-26-0112	737162	Shenandoah	Long Term Vegetative Cover on	SL-1	High	98	34.32	N	\$	66,720.00	Nays	1
CP-13-26-0033	13-26-0112	737160	Shenandoah	Long Term Vegetative Cover on	SL-1	High	97	29.55	N	\$	15,120.00	Abstains	0
CP-13-26-0033	13-26-0112	737161	Shenandoah	Long Term Vegetative Cover on	SL-1	High	94	34.15	N	\$	28,800.00		
Abstentions:												Motion Passes	

RC

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0050 SL-1.										Made By: JMS, RC		
CP-13-26-0009	13-26-0050	671019	Frederick	Long Term Vegetative Cover on	SL-1	Medium	108	30.06	N	\$	12,960.00	Vote	#
												Yay	5
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Motion 5:	Motion to recommend the board approve conservation plan and cost share for SL-6N and SL-7 for contract 13-26-0111.										Made By: RC, JMS		
CP-13-26-0032	13-26-0111	737165	Frederick	Extension of Watering Systems	SL-7	Medium	80	45.56	N	\$	9,867.55	Vote	#
CP-13-26-0032	13-26-0111	737149	Frederick	Stream Exclusion with Narrow W	SL-6N	Medium	75	21.07	Y	\$	41,909.73	Yay	5
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Motion 6:	Motion to recommend the board approve cost share for contract 13-26-0086 CCI-SL-6N.										Made By: JMS, RC		
N/A	13-26-0086	737191	Clarke	Stream Exclusion with Narrow W	CCI-SL-6N	Low	116	36.44	N	\$	10,908.00	Vote	#
												Yay	5
												Nays	0
												Abstains	0
Abstentions:												Motion Passes	

Abstentions:										Motion Passes
Motion 7: Motion to approve the revised APOW related to the CTC as presented.										Made By: JMS, RB
										Vote #
										Yay 5
										Nays 0
										Abstains 0
Abstentions:										Motion Passes
Motion 8: Motion to recommend the board approve the remainder of the CTC minutes as presented.										Made By:
										Vote #
FOR THE										Yay
BOARD										Nays
MEETING										Abstains
Abstentions:										Motion Passes
Motion 9: Motion to recommend the board approve										Made By:
										Vote #
Abstentions:										Yay
Abstentions:										Nays
Abstentions:										Abstains
Abstentions:										Motion Passes
Motion 10: Motion to recommend the board approve										Made By:
										Vote #
Abstentions:										Yay
Abstentions:										Nays
Abstentions:										Abstains
Abstentions:										Motion Passes
Motion 11: Motion to recommend the board approve										Made By:
										Vote #
Abstentions:										Yay
Abstentions:										Nays
Abstentions:										Abstains
Abstentions:										Motion Passes
Motion 12: Motion to recommend the board approve										Made By:
										Vote #
Abstentions:										Yay
Abstentions:										Nays
Abstentions:										Abstains
Abstentions:										Motion Passes

Motion 13: Motion to recommend the board approve											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 14: Motion to recommend the board approve											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 15: Motion to recommend the board											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 16: Motion to adjourn.											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 17: Motion to											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 18: Motion to recommend the board approve											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 19: Motion to recommend the board											Made By: Vote #

Abstentions:	Yay Nays Abstains Motion Passes
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Motion 20: Motion to recommend the board	Made By:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>													Vote # Yay Nays Abstains Motion Passes
Abstentions:													

Motion 21: Motion to adjourn.	Made By:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>													Vote # Yay Nays Abstains Motion Passes
Abstentions:													

Items for the Board Meeting

Tax Credits (All Program Years)

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