

Board of Directors, Board Packet 8/13/2026



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Lord Fairfax Soil and Water Conservation District

Meeting Agenda

August 13, 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 – Becky Leland
Education & Conservation Specialist – Allyson Ponn

Committees:

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

Local Agency Updates:

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

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 – Cynthia Fairbanks
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

FY27 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **FY 26 (2025-26) Annual Report:**
Date Presented: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

- **Annual Plan of Work (2026-2027):**
Board approval: __ 6/11/2026 _____
One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.
- Review Date: _____
- **Strategic Plan (July 1, 2026- June 30, 2030).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: __ 6/11/2026 _____
- Reviewed (FY 27): _____

FINANCE COMMITTEE RESPONSIBILITIES

- **FY27 (2026-2027) Annual District Budget:** Date Approved: __ 6/11/2026 _____
- **Dedicated Reserves:**
Board Approval Date: _____
- **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:** _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: __ 7/9/2026 _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

- **Secondary Considerations Approved:**
DCR: submitted; __ 7/10/2026 __; approved by Sara Bottenfield __ 7/17/2026 __ SWCD Board: __ 6/11/2026 __
- **Average Cost List:**
Submitted to DCR: __ 7/10/2027 _____ SWCD Board Approved: __ 6/11/2026 _____

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
August 13, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

I am pleased to state we are once again at full staff. The Board should welcome our newest member, Becky Leland. I was invited to join an afternoon field tour with the Board of Directors of the Alliance for the Shenandoah Valley and learned of a potential new challenge facing Virginia - battery storage facilities! There apparently will be proposals for lots of these across the State as part of a push for more renewable energy sources - once the energy is produced and awaiting use, it needs to be held somewhere. We visited a site near the 150 acre utility solar installation near Endless Caverns. There, adjacent to that is a 25 acre battery storage site. I will circulate the handout provided. We also received an update on what the Town of Timberville is doing in anticipation of the Shenandoah Rail Trail and learned that Virginia is to begin negotiation with Norfolk Southern to acquire the railway right of way.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the July 2026 Bank Statements; these appear to be correct and accurate.
- Please review the Financial Report(s) for motion.
- **Motion: to accept the Financial Report(s) as presented for audit.**

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

- **All 5 jurisdictions have verified funding for FY27.** We have received full payment on these funds from Clarke, Shenandoah and Warren Counties and the City of Winchester. Frederick County send funds quarterly and the first deposit will be made mid-August.
- **Committee Chairs:** As you will see in Debbie's report, we must now post Committee Meeting Agenda's at least 3 days prior to committee meetings on our website. Please send this information to me when announcing meetings so it can be posted.
- **Staff will be out of the office for training August 18-20, 2026.**

Monthly Happenings:

- Grant Agreements signed and submitted
- Directory updates (VASWCD), Website
- New hire onboarding items
- BMP and Cover crop permanent folder prep and filing
- Personnel/Interview prep
- Armada repair
- Director and Associate Director onboarding items
- Enter FY27 Budget into QuickBooks
- EOY & Q4 Reporting
- 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:

- 7/15 SHRM Webinar
- 7/22 Blue Ridge Prism Webinar

Office closings:

- September 7, 2026 – Labor Day

**Conservation Programs Manager
Dana Gochenour****Training**

- 7/23- CAS Update Webinar

Promoting BMPs

- With Madison, visited B. Wojnar SL-6W to discuss tree planting and possible Valley Link impacts
- Met with a Shenandoah Co. landowner to look at potential roof runoff and manure management practices. Will follow up with DCR engineer.
- Communication with a Shenandoah Co. landowner who does not qualify for VACS. Followed up with K. Tate (SVCC) about potential funding opportunities through grant funds. Developed a map and cost estimate to present at the next SVCC meeting.
- Met with S. Weatherholtz about an FR-1 tree planting in Shenandoah Co. Created cost estimate, map, and Conservation Plan. Follow up communication with VDOF for planting plan.
- With Olivia and Kathleen Fish (VDOF), met with C. Kempson to discuss invasive species removal and FR-3 planting in an existing stream buffer (Borden Marsh Run, Clarke Co.)
- With Olivia and Kathleen Fish, met with R. Burleson to discuss an FR-1 planting in conjunction with an SL-6W (Passage Creek, Warren Co.)
- Accompanied staff and Amanda Pennington on a site visit to assess eligibility of a Clarke Co. site for WP-2A Streambank Stabilization practice
- Met with staff and Amanda Pennington to discuss various engineering questions, mostly related to animal waste contracts
- Fence staking and water system pre-construction meeting at Marker-Miller SL-6W (Opequon Creek, Frederick Co.)
- Follow up communication with a Clarke Co. landowner regarding maintenance requirements for their trough pads, per Lisa's EOL visit
- Follow up letters and CAS updates from random verification visits

Staff Relations

- Reviewed applications for Program Support Specialist and worked with Sarah and Personnel committee to schedule interviews
- Participated in Program Support Specialist interviews
- Worked with Sarah to complete paperwork needed by DCR to fill Frederick Co. Board vacancy

**Senior Conservation Specialist
Nick Livesay****Training**

- Annual CAS Training – webinar from DCR

Promoting BMP's

- West Oaks (SL-6W: Spring Pond, Fred. Co.) as-built inspection with Ben
- Marker Miller (SL-6W: Frederick County) water system design
- Edited maps and cost estimates for two potential SL-6W's in Fred. Co. (Fawcett Run)
- Sine (SL-6N: Narrow Passage, Shen. Co.) stream crossing pre-construction meeting
- Correspondence with potential SL-6W in Shen. Co. (Swover Creek)
- Visit in office with potential SL-6W in Shen. Co. (Turkey Run)

- Bushong Holdings (WP-4LL: Shen. Co.) quote breakdown for design
- Koon (WP-4B: Clarke Co.) mid construction check
- Double R. Bar (SL-6W: Spring Pond, Shen. Co.) correspondence re: quotes
- Visit with potential WP-4FP & WP-4LL in Shen. Co. with Madison
- Foltz (WP-4SF: Shen. Co.) correspondence with engineer and producer re: design
- Holy Cow Delivery (SL-6W: Froman's Run, Fred. Co.) correspondence re: well
- Whetzel (WP-4SF: Shen. Co.) correspondence re: roof runoff design
- EJAA review and two visits with Amanda Pennington, DCR
- Visit to discuss potential plan for SL-6W in Shenandoah County (Stoney Creek)
- Visit with potential SL-6W in Shen. Co. with Olivia
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans
- Staff meeting to discuss procedures for new Program Year, Awards

VCAP

- Visit for potential Infiltration/Rain Garden in Shen. Co. with Olivia

Other Relations

- Board Meeting 7/9/16
- Annual Leave 7/15-7/20

Conservation Specialist Madison Coffey

Training:

- CAS Updates – 7/23/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Site visit on 7/2/2026 for Bowman (Shen: SL-6W) to get part 3 form signed and deliver check.
- Follow-up visit with Olivia on 7/6/2026 to review plan map and estimates for a potential SL-6W in Clarke County. Updated plan map and estimate based on feedback from participants and water system contractor.
- In-office work session on 7/6/2026 for multiple Animal Waste projects working on risk assessments and sizing to send to the state Engineer.
- Follow-up site visit with Dana and DOF on 7/7/2026 for a potential tree planting in Frederick County.
- Initial site visit with Ben and Olivia on 7/8/2026 for a potential animal waste project in Shenandoah County.
- In-office work session on 7/8/2026 for multiple Animal Waste projects working on risk assessments and sizing to send to the state Engineer.
- Site visit on 7/9/2026 for Peace of Heaven (Fred: SL-6W) to get part 3 form signed and deliver check.
- Initial site visit with Olivia on 7/13/2026 for a technical assistance visit in Clarke County.
- Follow-up site visit with Olivia on 7/13/2026 to restake exclusion fence for Clagett (Clarke: SL-6W).
- Initial site visit with Olivia on 7/21/2026 for a technical assistance visit in Warren County.
- Site visit with Nick on 7/22/2026 for a potential animal waste project in Shenandoah County.
- Follow-up site visit with Olivia on 7/23/2026 to remark the stream crossing location for Clagett (Clarke: SL-6W).
- Follow-up site visit with Brett on 7/23/2026 to solidify plan map and discuss programmatic steps with the participant and the easement representative. Updated plan maps and estimates.
- As-built inspection with Ben on 7/28/2026 for Eisele (Clarke: SL-6W/SL-7). Sent follow-up communication about required corrections that would need to be made prior to payment.
- Engineering office visit with DCR on 7/29/2026 to discuss issues with multiple piggyback animal waste projects.
- Initial site visit with Ben on 7/30/2026 for a potential SL-6 project in Frederick County.

Other Activities:

- Staff Meeting for awards, outreach, and active project review – 7/7/2026
- Board Meeting – 7/9/2026
- Leadership Class (Non-Profits) – 7/10/2026
- CTC Agenda Prep – 7/27/2026
- Silvopasture Meeting – 7/27/2026

**Conservation Specialist
Ben Loyd****Training:**

- CAS update training – 7/16/2026

Promoting BMPs:

- Cost estimates for 3 different potential animal waste projects with Madison – Shenandoah County
- As-Built inspection with Nick for completed SL-6W – Frederick County
- Animal waste office day with team
- Initial visit with Madison and Olivia for potential WP-4/WP-4C – Shenandoah County
- Mid-Construction check with Madison and Olivia for approved SL-6W – Shenandoah County
- Quote breakdown with Madison for approved WP-4LC – Shenandoah County
- Water System design for approved SL-6W - Shenandoah County
- Initial visit for potential CCI-SL-6W and SL-6W – Clarke County
- Follow up visit for potential SL-6W - Shenandoah County
- Follow up visit for potential SL-6N – Frederick County
- Created cost estimate and plan map for potential CCI-SL-6W/SL-6W – Clarke County
- Created cost estimate and plan map for potential SL-6W – Shenandoah County
- Conservation Plan creation for potential SL-6N – Frederick County
- Resource concerns for multiple different projects
- Reimbursement breakdown for completed FR-1 – Shenandoah County
- As-Built inspection with Madison for completed SL-6W/SL-7 – Clarke County
- Engineering visit with team and DCR engineer for potential WP-2A – Clarke County
- Initial visit with Madison for potential SL-6W – Frederick County
- Updated plan map and cost estimate for potential SL-6W – Clarke County

Other Activities:

- Staff Meeting for award, outreach and project review – 7/7/2026
- Board Meeting – 7/9/2026

**Conservation Specialist
Brett Ramer****Training:**

- Introduction to Conservation Engineering in Verona, VA – 7/14-7/16
- CAS Updates Session Webinar – 7/23

Promoting BMP's:

- Water System Design Work (Frederick County)
- Animal Waste Calculations with staff
- Correspondence from potential SL-1 applicants (Shenandoah County)
- Email correspondence about potential SL-6 projects
- Pre-Construction Meeting w/Dana (Frederick County)
- Email correspondence with potential applicant (Shenandoah County)

- WP-2W follow-up visit w/Madison (Warren County)
- Wrote two different conservation plans and contracts for SL-1's (Shenandoah County)

Other Activities:

- SWCS Emerging Leaders Lightning Talks Run-Thru Meeting
- Develop SWCS Emerging Leaders Presentation
- Staff meeting in office – 7/7
- District Board Meeting – 7/9
- VA Chapter SWCS Executive Council Meeting – 7/20
- Attended SWCS International Conference in St. Louis, MO – 7/26-7/29

Conservation Specialist
Olivia Donachie

Trainings/Conferences:

- Introduction to Conservation Engineering Training 7/14-16
- PY27 CAS Updates 7/23

Promoting BMPs:

- Follow up visit for SL-6W in Clarke County with Madison 7/6
- Risk assessments for several animal waste projects with Ben, Nick and Madison 7/6 & 7/8
- Staff meeting to discuss active projects and annual awards 7/7
- Initial visit for potential WP-4C in Shenandoah Co. with Ben and Madison 7/8
- Initial visit for potential SL-6W in Clarke County with Madison 7/13
- Re-staking Claggett SL-6W fence with Madison 7/13
- Meeting with Shenandoah Valley SWCD to discuss cover crops and WFA with Ally 7/20
- Initial visit for potential SL-6 in Warren County with Madison 7/21
- Site visit for potential FR-1 planting with DOF and PEC 7/24
- Initial visit for FR-1/FR-3 with DOF and PEC 7/24
- Initial visit for SL-6 in Shenandoah County with Nick 7/28
- Discussed taking over the CCI's and EOL's that Lisa had been working on before she left
- Follow up with for FR-3 in Clarke County with DOF, Nick, Ben and Dana 7/29
- Engineering visit with Amanda to see potential streambank stabilization site with Ben, Nick and Dana 7/29
- Follow up visit with potential SL-6W/FR-1 in Warren Co with Dana and DOF 7/30

Other Activities:

- VCAP meeting with Ally, Nick and Lisa to organize files and hand off projects ahead of Lisa's departure 7/2
- Board Meeting 7/9
- Wrote letter regarding BMP's for a participant that asked for a letter to send to Valley Link 7/17
- Call with PEC/DOF to discuss Valley Link project issue 7/22
- SVCC Biannual Meeting 7/22
- VCAP visit in Shenandoah County with Nick 7/28

Program Support Specialist
Becky Leland

- Started August 3, 2026 – WELCOME to the team!

Education & Conservation Specialist

Allyson Ponn

Education:

- SBSP Field Trip Guide meeting (x2)
 - o Field trip request form, field trip grade structure
- Frederick County Fair – Daily Dirt

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- BMP Outreach discussion with FNFSR/Alliance for Shenandoah Valley

Promoting BMPs:

- PY27 Flyer Updates
- CC Check delivery
- Cover crop sign up information
 - o Letters, approval check list, etc.
- SL-1 follow up
- Cover crop meeting with SVSWCD

Office:

- CTC and Board meeting
- Annual Plan of Work
- Strategic Plan
- Staff meeting
 - o Annual Awards, PY27 outreach, Contractor Training, carryovers
- CAS Update

VACDE/Training:

- Graves Planning + Agenda/Registration
- Conservation Planning Committee meeting
- Graves Session – Cost Share Education and Outreach
 - o Prep, meeting with JMSWCD
- VASWCD Marketing Committee

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

- we will be meeting following the August board meeting to plan for activities this fall, including the Annual Awards Luncheon. Hopefully everyone is considering who or what should be recognized with an award or commendation and get those to Allyson asap.

Legislative Committee
Paul Burkholder

- No items to report at this time.

Personnel
Joan Comanor

- After interviewing candidates for our Program Support position, we offered the job to Becky Leland and she started work on August 3!

Operations
Justin Mackay-Smith

- No new activity.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- No new activity to report. There was no meeting in July. The next meeting is scheduled for August 20, 2026.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- The next meeting is August 12. Mary and I will give a verbal update at the Board meeting. We have drafted a proposed statement with 7 specific recommendations for the County to consider regarding data centers and/or better baseline information about available water quantity for future demands. The Committee will decide to finalize/edit/take no further action at the August 12 meeting. We are participating in the County's efforts to develop a data center ordinance as part of its industrial area zoning.

Shenandoah Pure Water Forum
Vacant

- .

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

At-Large Appointed Director terms expire 12/31/2026. Directors. SWCD boards must act on At-Large Director appointment recommendations no later than August SWCD Board Meetings. Appointment documentation is due September 1st for consideration by the VSWCB at their September 15th Meeting. (Culpeper & Thomas Jefferson)

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Delegated Authority:** If delegated authority was granted in July, the district board MUST ratify all delegated authority decisions at your August or next board meeting.
- **Federal Mileage Rate for CY 2026 changes:** Effective 07/01/26, the IRS standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 76 cents per mile driven for business use, up 5.5 cents from the CY 2026 rate from January. The new mileage rate should officially be approved by the Board of Directors at the next board meeting. Source: [IRB 2026-29 \(Rev. 07-13-2026\)](#) <https://www.irs.gov/pub/irs-irbs/irb26-29.pdf>
- VA Soil and Water Conservation Board met on 7/24/26 to approve FY27 policies and grant agreements. **No VACS contracts should be approved prior to 7/24/26.** Make sure CAS general tab reflects 7/24 or later for the approval date. The VSWCB opted to approve the funding scenario based on the Budget Needs Template (Att D) with a cap of 15% increase or decrease from FY26 levels. The Board also decided to increase Base TA but reduce Additional TA to 12% from 13%.

- **Disbursement letters** were transmitted 7/30/26 for 50% of Admin Ops funds, 100% of Base TA and Dam Maintenance funds and any remaining 2026 VACS & associated TA for cost share obligations made by 6/15. 1st Quarter Cost Share & TA disbursements will be transmitted on 8/28/26.
- **FY27 Budget:** District budgets should be finalized & approved as soon as possible.
- **Dedicated Reserves:** On page 14 of the 2026 *Desktop Procedures for District Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY26, **this action should be placed on SWCD board meeting agendas before 9/30 in Quarter 1 of FY27** so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **FY27 Annual Plan of Work** should be Board approved in August if not already. Send copy of approved APW to your CDC.
- **FY26 Annual Report:** Complete by 9/30/26 & encourage use for public relations with local governments & partners.
- **Upcoming Financial and Cost Share file Audits:** Culpeper, Loudoun, Northern Virginia, and Thomas Jefferson SWCDs are scheduled for a financial audit for FY25 & FY26. Robinson, Farmer & Cox will be contacting districts soon to schedule audits. These districts will undergo a VACS Administrative Cost Share file audit for cost share contracts paid during the same FYs. Your CDC will be scheduling these for the fall.
- **NEW FOIA Posted Agenda Requirements:** As of July 1, 2026, in addition to the current FOIA language requirements to post meeting dates/locations, **agendas must also be posted three days prior to the meeting.** This applies to both Board meetings and Committee meetings. [§ 2.2-3707.](#)

The public body shall also post the proposed agenda on the public body's official government website, if any, prior to the meeting. No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with § 2.2-3711.

For purposes of this subsection, "final action" means a vote, adjudication, or other formal action taken by a public body that completes a matter or acts as final consideration of an item. "Final action" does not include:

- 1. Referral to a committee or advisory body;*
- 2. Referral to a future meeting for action;*
- 3. Direction to staff to provide further information; or*
- 4. Issuance of a commending or memorial proclamation*

FOIA Training for District Directors: The FOIA Council has just announced two opportunities for elected officials to receive FOIA Training this fall. Please register to attend one of these two sessions if you need to take or retake FOIA. Tuesday, **October 20, 2026, 1:00 p.m.** OR Thursday, **November 12, 2026, 10:00 a.m.** [Register Now!](#) <https://event.webinarjam.com/r416v/register/oxo64aw0>

Revised 2026 *Desktop Procedures for District Operations* is effective 7/1/26 and was emailed to districts. **Printed copies will be forthcoming for the Office and the Treasurer. On Page 5 there are new requirements for minutes.**

Meetings: *The BOD should meet on a monthly basis, and minutes of each meeting must be prepared and maintained by the District in accordance with FOIA. Minutes must capture the essence of the meeting and the decisions reached, not the content of every conversation. The minutes must document attendance, any motion that is made and by whom, whether it is seconded and by whom, the motion, discussion of the motion, and the final vote or disposition. The final minutes must be typed and signed by either the Secretary or Chair or both and approved by the District BOD at the following meeting.*

All Board and committee meeting minutes must be publicly posted, in accordance with FOIA, within 7 working days of final approval. *Minutes may be posted to the District website.*

Committees: *All committees established by a District must prepare and maintain committee meeting minutes in accordance with FOIA. Each time a committee meets, a **committee report shall be presented to the BOD at the BOD meeting** following the committee meeting. **Final committee minutes must be typed and approved by the committee at the next committee meeting and signed by the committee Chair. If no committee meeting is scheduled for the near future, the committee meeting minutes should be approved by the full BOD and signed by the committee Chair.***

AG & COST SHARE ITEMS:

- **Computer Generated Part II and Part III:** as a reminder, Part II of the cost share contract should have all fields computer generated, except for the signatures. There should be no hand-written data fields on Part II. The contract Part III should have everything

computer generated to the extent possible, but it is allowable for the SWCD Payment Amount, Payment Date, and Check Number to be handwritten.

- **PY26 Carryover Correspondence to Participants:** Remember to mail carryover participants an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.

New RMP Review process: DCR has distributed a new RMP Review Actions document that is intended to help Soil and Water Conservation District staff perform Resource Management Plan (RMP)-related review duties and document those actions in their Technical Review Committee (TRC) and District Board (Board) meeting. New information in this document includes information on each role of the RMP workflow, how to authorize staff to assist the TRC, suggestions for conditional approval, delegated authority, sample suggested motion language and minutes language, and some options for efficiency in the review process. Districts should now use this document instead of the 2015 RMP FOIA Guidance Document. This document was emailed directly to District staff who have RMP activity and is also posted on the RMP “Resources” webpage. The direct link is <https://www.dcr.virginia.gov/soil-and-water/document/rmp-review-actions.pdf>.

Clean Water Farm Award nominations for Local and Grand Basin awards are due **October 1st**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. All **signatures and approvals must be obtained no later than your September Board meeting**. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.

UPCOMING DATES TO REMEMBER:

Aug 6: Area II Legislative Call 8:30 am Login details will follow Registration at:

<https://us02web.zoom.us/meeting/register/dQCuAUqsSpq7JLcN2mf1jw>

Aug 18-20: VACDE Annual Training at Graves Mountain Lodge

Aug 31-Sept 4: Debbie on vacation

Sept 14-15: VA Soil and Water Conservation Board Mtg. Robert Mill’s farm, Pittsylvania County

Sept 30: Deadline for End of Lifespan Verifications for 2026 reimbursement

Oct 1: CWFA Nominations for Local and Grand Basin award applications due to DCR

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

CDC Report sent to districts 8/3/2026

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 July 2026 Virginia Department of Environmental Quality (DEQ) News bulletin is found at <https://content.govdelivery.com/accounts/VADEQ/bulletins/41f4f32> and includes the following topics:
 - Drought in Roanoke Region
 - Food Waste Survey
 - Wildfire Smoke and Air Quality Forecasts
 - Environmental Justice Town Hall - July 29
 - Advocates and Early Adopters of Alternatives to Styrofoam

- Apply for Stormwater Local Assistance Fund
 - AlexRenew Completes Largest Infrastructure Project in Alexandria's History
 - Eastern Virginia Groundwater Supply Study Report Now Available
 - DEQ and SCC Address Interconnection Facilities
- DEQ VRO Agriculture Program Update:
 - We continue to do as many on-farm inspections as possible. Strict biosecurity is followed and no more than one poultry farm on-site visit may occur in a 24-hour period. All other scheduled inspections are focused routines that involve only records review.
 - The VRO Ag Program has an inspector retiring August 1st, 2026. We hope to have a qualified candidate hired within the next couple of months.
 - Water withdrawal reporting continues to be a topic of discussion as we perform inspections. At inspections VRO Ag hands out water withdrawal information and contacts for further discussion of the requirements with permittees. Here is a link to the water estimation tool that farmers can use to plug in animal numbers to see if they are required to report or if reporting remains voluntary: <https://datascience.deq.virginia.gov/Water-Budget-Estimation/>
 - Poultry companies continue to expand and/or replace housing in the valley region. We seem to always have several facilities in the permitting process. Just a reminder that if anyone encounters a proposed poultry farm expansion of new houses or a totally new facility to be constructed, have them contact DEQ to begin the required permitting process. If a farm proposes to raise 11,000 or more turkeys or 20,000 or more chickens, they are required to have a permit with DEQ.
 - The DEQ Clean Water Financing and Assistance Program (CWFAP) Ag Loan Program continues to be very popular among producers implementing BMPs. We are seeing an uptick in applications as the new Cost Share year begins. The CWFAP Staff plan to present at Graves Mountain for the 2026 VACDE Annual Training on August 19. This will be an in-depth presentation on the Ag BMP Loan program.

Below is the CWFAP Agricultural Loan Dashboard as of **July 27, 2026**. Megan O’Gorek, megan.ogorek@deq.virginia.gov and Phil Davis, Philip.davis@deq.virginia.gov are the Ag BMP contacts for the SWCDs in the DEQ VRO region.

Application Status ▾	Total Number ▾	Total Value ▾	Average ▾	Median ▾
Application Pending	17	\$ 1,837,987.75	\$ 108,116.93	\$ 55,825.00
Conditionally Authorized	62	\$ 15,637,309.98	\$ 252,214.68	\$ 187,667.99
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	94	\$ 15,357,593.72	\$ 163,378.66	\$ 112,500.00
Inactive	6	\$ 815,759.64	\$ 135,959.94	\$ 98,328.03
Credit Approved	12	\$ 2,302,566.00	\$ 191,880.50	\$ 162,732.50
Credit Not Approved	11	\$ 1,739,282.78	\$ 158,116.62	\$ 106,500.00
Loan Approved	5	\$ 529,455.53	\$ 105,891.11	\$ 127,971.25
Loan Closed	66	\$ 14,137,465.06	\$ 214,204.02	\$ 195,886.07
Loan Closed with PF Granted	2	\$ 884,235.22	\$ 442,117.61	\$ 442,117.61
Project Complete	215	\$ 35,389,019.49	\$ 164,600.09	\$ 129,999.00
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	43	\$ 5,446,583.77	\$ 126,664.74	\$ 66,197.20
Equipment Purchase Complete	25	\$ 2,032,970.00	\$ 81,318.80	\$ 39,500.00
PF Granted SWCD	24	\$ 420,989.59	\$ 17,541.23	\$ 33,687.50
Total PF Granted to Producers	16	\$ 1,127,454.78	\$ 70,465.92	\$ 29,146.58
Loan Closed but Withdrawn	4	\$ 349,671.93	\$ 87,417.98	\$ 70,023.50
			\$ 3,037,711.19	
Total Applications	597			
Total Active Projects	164		\$ 3,458,700.78	
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 58,140,287.41		
Total PF Granted		\$ 1,493,108.03		
Total Repayments		\$ 30,498,587.04		



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MINUTES

The July 9, 2026, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Randy Buckley
Emma Bricker
Mark Huddleston
Cynthia Fairbanks
Paul Burkholder
Reid Hoak

Associate Directors

Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Marian Dalk, VCE
Jenna Wiles

LFSWCD Staff Members

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

Absent Directors or Staff:

Jason Bushong
Robert Clark
Kermit Gaither
Stephanie Shillingburg

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



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Chairwoman Comanor opened the meeting with an Introduction of Guests:

- Jenna Wiles

- Jenna introduced herself and gave a description of her background, education, and interest in filling the remaining term for the vacant Frederick County Board of Director seat due to the resignation of Jack Owens. Her term would run through December 31, 2027.

- Chairwoman Comanor opened the floor to discussion followed by accepting Jenna's request.

MOTION: Board approves to forward the nomination of Jenna Wiles, to fill the current term for the Frederick County LFSWCD Board of Directors seat to the Soil and Water Board. Motion made by Emma Bricker, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Kermit Gaither was absent at the time of vote.*

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

- Marian Dalke, SARE State Program Assistant, VSU Small Farm Agent w/ Virginia Cooperative Extension

MOTION: Board approval of the June 11, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Mark Huddleston, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Kermit Gaither was absent at the time of vote.*

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

Chairwoman's Report: Joan Comanor

- As Lisa Park's will be leaving our team on July 31st, Joan wished her well and thanked her for the excellent work she has done while with the District. She will be missed.
- Reviewed written report.
- Charles French would like to serve as an Associate director and Conservation Tech. Committee (CTC) member.
 - Joan and Madison gave an introduction of his background as he was unavailable for today's meeting.

MOTION: Board approves the nomination of Charles E. French, Jr. as an Associate Director for LFSWCD. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Kermit Gaither was absent at the time of vote.*

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



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Treasurer & Finance Report: Stephanie Shillingburg

- Next Finance item will be Suggested Dedicated Reserves / approvals. Due to DCR by 9/30/2027.
- The Finance Committee will need to meet prior to the September Board for review of Suggested Reserves. A time will be set and the committee will be notified at the August board meeting.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for May 2026 and June 2026 (as presented in the Board Packet). **Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was absent at the time of vote.

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

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed written report.
- Gave thanks to Staff for all their help and the board for their support during her medical leave.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Commended staff for their hard work to finish the PY26 program year.
- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted the Conservation Speed Dating Event held in Fort Valley. Had a really good turnout, met potential new BMP Participants.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Lots of field visit and end of year wrap up.
- Highlighted the Silvopasture training event attended.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Also highlighted the Silvopasture training event.
 - Specific species tree planting discussion in connection with Silvopasture guidelines.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Lots of pre-construction meetings and water system design work.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Has completed all but 1 needed training for her Conservation Planner Certification. Hopes to complete this Fall/Winter.
- Will be taking over Lisa's VCAP responsibilities with assistance from Nick and Allyson.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- Working on EOL inspection items prior to her departure.



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Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Employee Association / Prepping for Graves Mountain Training
- Looking ahead: Outreach Event and Annual Luncheon preparation

Committee Updates:

Conservation Technical - Mary Gessner

- There was no CTC meeting in July
- Mary reviewed items of which she signed for with delegated authority. Please view the motions ratifying her signature.
 - Motions are as follows:

Motion: Board ratifies the delegated authority approval of tax credits (as presented at the July 9, 2026 Board meeting).

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-23-0017	13-23-0080	525162	Shen./Stream Exclusion with Wide Buff	SL-6W	\$ 594.00
CP-NRCS	13-24-0099	586509	Fred./Stream Exclusion with Wide Buff	SL-6W	\$ 2,040.44
CP-13-25-0004	13-26-0012	670303	Shen./Long Term Vegetation on Cropla	SL-1	\$ 312.90
Total Tax Credits presented for approval:					\$ 2,947.34
Total Tax Credits Approved:					\$ 2,947.34

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

*Kermit Gaither was absent at the time of vote.

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

MOTION: to ratify delegated authority signature on the Carry-Over report dated June 30, 2026. (as presented during the Board meeting). Motion

made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent at the time of vote.

*Kermit Gaither was absent at the time of vote.

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

- Madison Coffey shared with the Board that we have had several calls asking for guidance on the Valleylink North transmission project and how it may affect BMP's in the path of the lines.
- One participant had requested an informational letter explaining the contractual obligations held by the participant should the BMP be damaged/destroyed by the construction.
- Permission was asked to create such a letter for LFSWCD BMP(VACS) participants that may be affected and request such information.
- After board discussion it was decided to delegate authority to Board Chair, Joan Comanor to review and sign such information letters addressed to participants.



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MOTION: to delegate authority to the Board Chair to review and sign informational letter to participants being affected by the Valleylink North Transmission line project. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Kermit Gaither was absent at the time of vote.*

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

Dam Safety & Conservation Easements - Jim Fagan

- Thanked Lisa for all her help with the dam documents during her time with the District.

Education & Information – Joan Comanor

- A committee meeting will be held directly following the August Board.

Legislative – Paul Burkholder

- Reviewed his written report.

Personnel – Joan Comanor

- Interviews will take place on July 16, 2026, for the upcoming vacancy of Program Support Specialist.
- The LFSWCD Personnel Policy was distributed via the Board packet for FY27 review. Directors and Staff completed an updated signature page confirming their review.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Next meeting August 20, 2026.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Data center discussion.

Shenandoah Pure Water Forum – VACANT

- No report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Maili Page gave an update of NRCS happenings in Brent's absence.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report highlighting key items of importance.
- Discussion of special called meeting of the VSWB to approve budget and finalize FY27 Grant Agreements.



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MOTION: to delegate authority to the Board Chair to sign FY27 Grant Agreements once available from DCR. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Kermit Gaither was absent at the time of vote.*

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

Virginia Cooperative Extension: Cynthia Fairbanks

- Cynthia gave an update of VCE happenings.

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:

- Marian Dalke gave an update on SFOP happenings.

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Mark Huddleston, seconded by Cynthia Fairbanks. Motion Passed. Voting Ballot is as follows. **Kermit Gaither was absent at the time of vote.*

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

The meeting adjourned at approximately 11:33 AM.

Respectfully submitted,

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

FY27 Attendance Log

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

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.		Gaither, K.	Huddleston, M.	Gaither, K.
Fairbanks, C.	Comanor, J.	Gaither, K.	**Fleming, S.	Gessner, M.	Shillingburg, S. (Treas.)	**Ponn, A.
Wiles, J.	Gessner, M.	Hoak, R.	**Coffey, M.	Hoak, R.	**Gochenour, D.	**Fleming, S.
Clark, R.	Huddleston, M.	**Gochenour, D.		**Ponn, A.		
French, C.	**Gochenour, D.	**Ponn, A.				
Pendelton, E.		**Fleming, S.				
**Gochenour, D.						
**Livesay, N.						
**Coffey, M.						
**Loyd, B.						
**Ponn, A.						
**Ramer, B.						
**Donachie, O.						
**Leland, B.						
Pure Water Forum Representative	No. Shenandoah Valley Regional Commission	Shenandoah Co. Water Resources Advisory Committee				
Vacant	Gessner, M.	Comanor, J.				

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

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

08/04/26
Cash Basis

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of July 31, 2026

	Jul 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	621,467.44
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,696.92
Donations	2,000.00
Total Other Income	4,696.92
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	5,997.29
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	3,879.06
Total Community Garden/Harvest Fest.	4,112.92
Total Special Projects	4,112.92
Sales/Services	2,063.70
Interest	180,513.39
Local Gov't Funds	139,256.50
Total Operations	1,015,402.73
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	556,963.21
Total VNRCF TA	556,963.21
VCAP TA	2,400.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2027 CB VACS	32,510.43
2026 CB VACS	5,312,211.36
2025 CB VACS	3,375,992.55
2024 CB VACS	1,992,618.64
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	13,725.64
2022 CB VACS	164,749.88
Total WQIA	10,963,190.73
Total Cost Share Funds	10,963,190.73
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of July 31, 2026

08/04/26

Cash Basis

	Jul 31, 26
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	1,358.94
Total Other restricted funds	1,358.94
Total Restricted Funds	11,523,912.88
TOTAL	14,499,315.61

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

	<u>Jul 26</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Undesignated Receipts			
County/City Contributions			
Clarke	12,500.00		
Shenandoah	20,000.00		
Warren	14,000.00		
Winchester	12,100.00		
Total County/City Contributions	58,600.00		
Interest Income	10,196.93		
Other Income			
Refunds/Reimbursements	0.00		
Total Other Income	0.00		
Total Undesignated Receipts	68,796.93		
Total Income	68,796.93		
Gross Profit	68,796.93		
Expense			
District Regular Expenses			
Board Expenses	302.40		
Dues	3,592.00		
Office Expenses			
IT Services & Support / Web	567.25		
Office Equipment	365.94		
Office Storage Rent	408.00		
Telephone/Internet	203.79		
Total Office Expenses	1,544.98		
Personnel/Staff Expenses			
Staff Boot/Clothing	153.37		
Staff Mileage/Training	280.00		
Total Personnel/Staff Expenses	433.37		
Total District Regular Expenses	5,872.75		
Total Expense	5,872.75		
Net Ordinary Income	62,924.18		
Net Income	<u>62,924.18</u>		

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,622,309.26
Cleared Transactions						
Checks and Payments - 16 items						
Check	05/01/2026	5664	Lauren E. Anthony	X	-500.00	-500.00
Check	06/24/2026	5682	Card Services	X	-1,638.46	-2,138.46
Check	06/24/2026	5677	Max Real Group, LLC	X	-408.00	-2,546.46
Check	06/24/2026	5680	Queen Street Diner	X	-268.80	-2,815.26
Check	06/24/2026	5678	Virginia Business Sy...	X	-259.72	-3,074.98
Check	06/24/2026	5679	Shentel	X	-203.62	-3,278.60
Check	06/24/2026	5683	Madison Coffey	X	-191.30	-3,469.90
Check	06/24/2026	5681	Sarah R. Fleming	X	-113.10	-3,583.00
Check	06/30/2026	5684	Treasurer, Shenand...	X	-200,169.84	-203,752.84
Check	06/30/2026	5685	Card Services	X	-1,412.87	-205,165.71
Check	07/15/2026	5689	Virginia Business Sy...	X	-567.25	-205,732.96
Check	07/15/2026	5691	Max Real Group, LLC	X	-408.00	-206,140.96
Check	07/15/2026	5688	Virginia Business Sy...	X	-365.94	-206,506.90
Check	07/15/2026	5687	Queen Street Diner	X	-302.40	-206,809.30
Check	07/21/2026	5694	Valley Collision Rep...	X	-1,059.04	-207,868.34
Check	07/21/2026	5692	Allyson Ponn	X	-153.37	-208,021.71
Total Checks and Payments					-208,021.71	-208,021.71
Deposits and Credits - 6 items						
Deposit	07/08/2026			X	1,059.04	1,059.04
Deposit	07/08/2026			X	12,500.00	13,559.04
Deposit	07/13/2026			X	12,100.00	25,659.04
Deposit	07/15/2026			X	20,000.00	45,659.04
Deposit	07/20/2026			X	14,000.00	59,659.04
Deposit	07/31/2026			X	10,196.93	69,855.97
Total Deposits and Credits					69,855.97	69,855.97
Total Cleared Transactions					-138,165.74	-138,165.74
Cleared Balance					-138,165.74	3,484,143.52
Uncleared Transactions						
Checks and Payments - 3 items						
Check	07/15/2026	5686	VASWCD		-3,592.00	-3,592.00
Check	07/15/2026	5690	VACDE		-280.00	-3,872.00
Check	07/21/2026	5693	Shentel		-203.79	-4,075.79
Total Checks and Payments					-4,075.79	-4,075.79
Total Uncleared Transactions					-4,075.79	-4,075.79
Register Balance as of 07/31/2026					-142,241.53	3,480,067.73
Ending Balance					-142,241.53	3,480,067.73

10:46 AM

08/03/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 07/31/2026

	<u>Jul 31, 26</u>
Beginning Balance	3,622,309.26
Cleared Transactions	
Checks and Payments - 16 items	-208,021.71
Deposits and Credits - 6 items	69,855.97
Total Cleared Transactions	<u>-138,165.74</u>
Cleared Balance	<u><u>3,484,143.52</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-4,075.79</u>
Total Uncleared Transactions	<u>-4,075.79</u>
Register Balance as of 07/31/2026	<u><u>3,480,067.73</u></u>
Ending Balance	3,480,067.73

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,532,984.30
Cleared Transactions						
Checks and Payments - 26 items						
Check	05/26/2026	4075	French Brothers Dairy	X	-2,625.00	-2,625.00
Check	06/10/2026	4117	French Brothers Dairy	X	-19,764.90	-22,389.90
Check	06/10/2026	4118	Harry B. Polk, Jr.	X	-8,933.70	-31,323.60
Check	06/10/2026	4110	Mt. Airy Dairy Farm ...	X	-5,279.05	-36,602.65
Check	06/10/2026	4112	Jason A. Bushong	X	-4,320.00	-40,922.65
Check	06/10/2026	4114	Charles DeHaven, Jr.	X	-3,628.00	-44,550.65
Check	06/10/2026	4095	Ruth A. Boyer	X	-2,713.34	-47,263.99
Check	06/10/2026	4108	Hockman Farms	X	-1,914.30	-49,178.29
Check	06/10/2026	4094	Thomas D. Rosenbe...	X	-1,175.78	-50,354.07
Check	06/26/2026	4124	Virginia Resource A...	X	-281,739.00	-332,093.07
Check	06/26/2026	4126	Virginia Resource A...	X	-52,470.64	-384,563.71
Check	06/26/2026	4133	Kibler Farms, LLC	X	-39,578.00	-424,141.71
Check	06/26/2026	4129	Tim Gano	X	-31,294.92	-455,436.63
Check	06/26/2026	4132	Windcrest Holsteins,...	X	-19,069.60	-474,506.23
Check	06/26/2026	4125	Jason A. Bowman	X	-14,400.00	-488,906.23
Check	06/26/2026	4130	George W. Hawkins...	X	-11,957.50	-500,863.73
Check	06/26/2026	4138	Robert W. Koon, Jr.	X	-6,341.00	-507,204.73
Check	06/26/2026	4131	Dean A. Shillingburg	X	-5,293.82	-512,498.55
Check	06/26/2026	4136	Guy Gochenour	X	-3,126.50	-515,625.05
Check	06/26/2026	4128	D & M Farms, LLC	X	-2,042.00	-517,667.05
Check	06/26/2026	4134	Dennis D. Baker	X	-1,352.00	-519,019.05
Check	06/26/2026	4142	Gerald Gochenour	X	-1,040.00	-520,059.05
Check	06/26/2026	4141	Springwood Farms, ...	X	-756.40	-520,815.45
Check	06/26/2026	4140	Trinity Farm LLC	X	-568.00	-521,383.45
Check	06/26/2026	4137	JF Brothers LLC	X	-164.00	-521,547.45
Check	06/30/2026	4143	Short Mountain Orc...	X	-8,977.20	-530,524.65
Total Checks and Payments					-530,524.65	-530,524.65
Deposits and Credits - 1 item						
Deposit	07/31/2026			X	32,510.43	32,510.43
Total Deposits and Credits					32,510.43	32,510.43
Total Cleared Transactions					-498,014.22	-498,014.22
Cleared Balance					-498,014.22	11,034,970.08
Uncleared Transactions						
Checks and Payments - 4 items						
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-1,125.00
Check	06/26/2026	4127	Peace of Heaven Fa...		-6,444.00	-7,569.00
Check	06/26/2026	4135	Jadwyn Acres Farm...		-6,284.00	-13,853.00
Check	06/26/2026	4139	Matthew L. Polk		-1,869.20	-15,722.20
Total Checks and Payments					-15,722.20	-15,722.20
Total Uncleared Transactions					-15,722.20	-15,722.20
Register Balance as of 07/31/2026					-513,736.42	11,019,247.88
Ending Balance					-513,736.42	11,019,247.88

10:36 AM

08/03/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 07/31/2026

	<u>Jul 31, 26</u>
Beginning Balance	11,532,984.30
Cleared Transactions	
Checks and Payments - 26 items	-530,524.65
Deposits and Credits - 1 item	32,510.43
Total Cleared Transactions	<u>-498,014.22</u>
Cleared Balance	<u>11,034,970.08</u>
Uncleared Transactions	
Checks and Payments - 4 items	<u>-15,722.20</u>
Total Uncleared Transactions	<u>-15,722.20</u>
Register Balance as of 07/31/2026	<u>11,019,247.88</u>
Ending Balance	11,019,247.88

8.6.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present:	M. Gessner	Call to Order: 10:02 AM Motion by: MG	Board Approved: Signature Date
Members Present:	R. Buckley, J. Mackay-Smith, R. Clark, J. Wiles, C. French, E. Pendelton, C. Fairbanks		
Members Absent:			
Others Present:	A. Ponn, B. Loyd, B. Ramer, O. Donachie, N. Livesay, M. Coffey, D. Gochenour, B, Leland, D. Cross (online)		
		Adjourn: 11:22 AM Motion by: JM	

Fund Source:	Total funds available as of 8/1/2026	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 8/1/2026	Obligated - Paid as of 8/1/2026	Obligated as of 8/1/2026	Total Allocation from DCR
2027 CB VACS	\$ 9,063,261.00	\$ 32,510.43		\$ 9,095,771.43	\$ 1,003,153.60	\$ 8,092,617.83	\$ 9,095,771.43	\$ -	\$ -	\$ 9,063,261.00
				\$ -		\$ -				
*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.							Total Obligated for 2026 CB VACS	\$ -		
							Percent Obligated for 2026 CB VACS	0.00%		

Discussion:

New Committee Members; Review Cancellations/Underbudgets; Tax Credit Approvals; New Project Approvals; Failure Due to Unknown Causes - well failure contract 13-19-0012 will need to delegate authority to approve once we have greenlight from DCR; Ag Awards - reviewed and no concerns were brought up; Heavy Duty Gate Discussion - the gates for a field vs the gate for a barn are typically very different. Barns need a heavier duty gate to hold up in the higher pressure environment. We should have a separate line item for Heavy Duty Gate for these types of uses.

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

Tax Credits (All Program Years)											
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-226-0022	13-26-0095	72477	Shenandoah/Long Term Veg.	SL-1	\$ 724.75				Complete	NL	25% TC on out of pocket from CS rate
Total Tax Credits presented for approval:					\$ 724.75						
Total Tax Credits Approved:					\$ -						

2027 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-26-0039	13-27-0009	753042	Shenandoah	Composter Facilities	WP-4C	High	120	18.95	Y	\$ 160,861.80			x	unapproved	MC	piggyback
CP-13-27-0001	13-27-0002	744889	Shenandoah	Long Term Vegetative Co	SL-1	High	98	31.21	N	\$ 8,750.00			x	unapproved	BR, MC	
CP-13-27-0008	13-27-0004	747930	Shenandoah	Afforestation of Crop, Hay	FR-1	High	75	37.59	N	\$ 8,389.25			x	unapproved	DG	
CP-13-27-0007	13-27-0013	755322	Shenandoah	Long Term Vegetative Co	SL-1	High	74	29.02	N	\$ 7,000.00			x	unapproved	NL	
N/A	13-27-0007	748165	Clarke	Stream Exclusion with Wi	CCI-SL-6W	Medium	141	24.89	N	\$ 28,587.50			x	unapproved	BL	
CP-13-24-0030	13-27-0007	759180	Clarke	Stream Exclusion with Wi	SL-6W	Medium	114	10.79	Y	\$ 169,640.00			x	unapproved	BL	
CP-13-27-0006	13-27-0011	753381	Shenandoah	Composter Facilities	WP-4C	Medium	102	26.42	N	\$ 26,067.40			x	unapproved	MC	piggyback
CP-NRCS	13-27-0005	748124	Shenandoah	Stream Exclusion with Wi	SL-6W	Medium	101	17.26	Y	\$ 55,778.00			x	unapproved	NL	piggyback
CP-13-27-0004	13-27-0008	749726	Clarke	Stream Exclusion with Wi	SL-6W	Medium	98	11.84	Y	\$ 254,214.00			x	unapproved	MC/OD	
CP-13-27-0006	13-27-0011	753382	Shenandoah	Roof Runoff Management	WQ-12	Medium	95	31.22	N	\$ 20,016.00			x	unapproved	MC	piggyback
CP-13-24-0022	13-27-0001	742719	Clarke	Animal waste control facili	WP-4	Medium	92	23.96	Y	\$ 84,306.75			x	unapproved	NL	
CP-13-27-0009	13-27-0014	759144	Clarke	Riparian Forested Buffer	FR-3	Medium	88	12.86	Y	\$ 26,592.50			x	unapproved	OD	
CP-13-27-0009	13-27-0014	759137	Clarke	Afforestation of Crop, Hay	FR-1	Medium	82	34.92	N	\$ 5,250.00			x	unapproved	OD	
CP-13-27-0002	13-27-0006	747127	Frederick	Stream Exclusion with Na	SL-6N	Low	102	23.15	Y	\$ 110,682.00			x	unapproved	BL	
CP-13-27-0005	13-27-0010	753201	Warren	Stream Protection Fencing	WP-2W	Low	106	30.90	N	\$ 37,018.40			x	unapproved	MC	
Total 2027 CB VACS Contracts Awaiting Variance Review:																
Total 2027 CB VACS Contracts Presented for Approval:									\$	1,003,153.60						
Total 2027 CB VACS Funds Approved:									\$	1,003,153.60						

VCAP

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

8.6.2026 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 as of 8/1/2026	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 8/1/2026	Obligated - Paid as of 8/1/2026
2022 CB VACS	\$ -			\$ -	\$ -	\$ -		
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -		
2024 CB VACS	\$ -		\$ 50,976.80	\$ 50,976.80	\$ -	\$ 50,976.80		
2025 CB VACS	\$ -		\$ 922.11	\$ 922.11	\$ -	\$ 922.11		
2026 CB VACS	\$ -			\$ -	\$ -	\$ -		

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
13-25-0102	650581	2025 CB VACS	FR-1	\$ 922.11		Complete-Not Paid	BL	Underbudget
13-24-0072	583168	2024 CB VACS	SL-6W	\$ 30,530.00		Cancelled	NL	cancelled at participants request
13-24-0072	583174	2024 CB VACS	SL-7	\$ 20,446.80		Cancelled	NL	cancelled at participants request
Total of Cancellations and Underbudgets:					\$	51,898.91		

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

2023 CB VACS Transfer Fund (2022)

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

2024 CB VACS Fund

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

2025 CB VACS

Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2025 CB VACS Funds Presented for Approval:									\$	-					
Total 2025 CB VACS Funds Approved:									\$	-					

2026 CB VACS Fund

Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2026 CB VACS Contracts presented for approval:									\$	-					
Total 2026 CB VACS Funds Approved:									\$	-					

8.6.2026 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend the board approve tax credit for SL-1 contract 13-26-0095.							Made By: BC, JMS		
	CP-13-226-0022	13-26-0095	72477	Shenandoah/Long Term Veg.	SL-1	\$	724.75		Vote	#
									Yay	8
									Nays	0
									Abstains	0
Abstentions:										Motion Passes

Motion 2:	Motion to recommend the board approve conservation plan and cost share for WP-4C contract 13-27-0009.										Made By: BC, JMS	
	CP-13-26-0039	13-27-0009	753042	Shenandoah	Composter Facilities	WP-4C	High	120	18.95	Y	\$	160,861.80
											Vote	#
											Yay	8
											Nays	0
Abstentions:											Abstains	0
											Motion Passes	

Motion 3:	Motion to recommend the board approve conservation plan and cost share for SL-1 contract 13-27-0002.										Made By: RB, C. French	
	CP-13-27-0001	13-27-0002	744889	Shenandoah	Long Term Vegetative Cover on	SL-1	High	98	31.21	N	\$	8,750.00
											Vote	#
											Yay	8
											Nays	0
Abstentions:											Abstains	0
											Motion Passes	

Motion 4:	Motion to recommend the board approve conservation plan and cost share for FR-1 contract 13-27-0004.										Made By: BC, C. Fairbanks	
	CP-13-27-0008	13-27-0004	747930	Shenandoah	Afforestation of Crop, Hay and P	FR-1	High	75	37.59	N	\$	8,389.25
											Vote	#
											Yay	8
											Nays	0
Abstentions:											Abstains	0
											Motion Passes	

Motion 5:	Motion to recommend the board approve conservation plan and cost share for SL-1 contract 13-27-0013.										Made By: EP, BC	
	CP-13-27-0007	13-27-0013	755322	Shenandoah	Long Term Vegetative Cover on	SL-1	High	74	29.02	N	\$	7,000.00
											Vote	#
											Yay	8
											Nays	0
Abstentions:											Abstains	0
											Motion Passes	

Motion 6:	Motion to recommend the board approve cost share for CCI-SL-6W contract 13-27-0007.										Made By: RB, JMS	
	N/A	13-27-0007	748165	Clarke	Stream Exclusion with Wide Wid	CCI-SL-6W	Medium	141	24.89	N	\$	28,587.50
											Vote	#
											Yay	8
											Nays	0
Abstentions:											Abstains	0

Abstentions:											Motion Passes			
Motion 7:	Motion to recommend the board conservation plan and cost share for SL-6W contract 13-27-0007.										Made By: BC, JMS			
	CP-13-24-0030	13-27-0007	759180	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	114	10.79	Y	\$	169,640.00	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			
Motion 8:	Motion to recommend the board approve conservation plan and cost share for WP-4C contract 13-27-0011.										Made By: RB, JMS			
	CP-13-27-0006	13-27-0011	753381	Shenandoah	Composter Facilities	WP-4C	Medium	102	26.42	N	\$	26,067.40	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			
Motion 9:	Motion to recommend the board approve conservation plan and cost share for SL-6W contract 13-27-0005.										Made By: BC, EP			
	CP-NRCS	13-27-0005	748124	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	Medium	101	17.26	Y	\$	55,778.00	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			
Motion 10:	Motion to recommend the board approve conservation plan and cost share for SL-6W contract 13-27-0008										Made By: BC, JMS			
	CP-13-27-0004	13-27-0008	749726	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	98	11.84	Y	\$	254,214.00	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			
Motion 11:	Motion to recommend the board approve conservation plan and cost share for WQ-12 contract 13-27-0011										Made By: JW, BC			
	CP-13-27-0006	13-27-0011	753382	Shenandoah	Roof Runoff Management Syste	WQ-12	Medium	95	31.22	N	\$	20,016.00	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			
Motion 12:	Motion to recommend the board conservation plan and cost share for WP-4 contract 13-27-0001.										Made By: BC, C. French			
	CP-13-24-0022	13-27-0001	742719	Clarke	Animal waste control facilities	WP-4	Medium	92	23.96	Y	\$	84,306.75	Vote	#
													Yay	8
													Nays	0
													Abstains	0
Abstentions:											Motion Passes			

Motion 13:	Motion to recommend the board conservation plan and cost share for FR-3 and FR-1 contract 13-27-0014.											Made By: BC, RB			
	CP-13-27-0009	13-27-0014	759144	Clarke	Riparian Forested Buffer	FR-3	Medium	88	12.86	Y	\$	26,592.50	Vote	#	
	CP-13-27-0009	13-27-0014	759137	Clarke	Afforestation of Crop, Hay and P	FR-1	Medium	82	34.92	N	\$	5,250.00	Yay	8	
												Nays	0		
Abstentions:											Abstains		0	Motion Passes	

Motion 14:	Motion to recommend the board conservation plan and cost share for SL-6N contract 13-27-0006.											Made By: C. Fairbanks, RB			
	CP-13-27-0002	13-27-0006	747127	Frederick	Stream Exclusion with Narrow W	SL-6N	Low	102	23.15	Y	\$	110,682.00	Vote	#	
													Yay	8	
													Nays	0	
Abstentions:											Abstains		0	Motion Passes	

Motion 15:	Motion to recommend the board conservation plan and cost share for WP-2W contract 13-27-0010.											Made By: RB, C. Fairbanks			
	CP-13-27-0005	13-27-0010	753201	Warren	Stream Protection Fencing with	WP-2W	Low	106	30.90	N	\$	37,018.40	Vote	#	
												Yay	8		
												Nays	0		
Abstentions:											Abstains		0	Motion Passes	

Motion 16:	Motion to recommend the board approved the addition of a Heavy Duty Gate line item to the PY 27 Average Cost List for \$700.											Made By: RB, C. French			
													Vote	#	
													Yay	8	
													Nays	0	
Abstentions:											Abstains		0	Motion Passes	

Motion 17:	Motion to adjourn.											Made By: JMS, BC			
													Vote	#	
												Yay	8		
												Nays	0		
Abstentions:											Abstains		0	Motion Passes	

FOR THE BOARD MEETING	Motion 18:	Need a motion to delegate authority to board chair to approve failure due to unknown cause once we receive notice from DCR.											Made By:		
														Vote	#
													Yay		
													Nays		
Abstentions:											Abstains			Motion Passes	

Motion 19:	Motion to recommend the board approve the remainder of the CTC minutes as presented.											Made By:	
------------	--	--	--	--	--	--	--	--	--	--	--	----------	--

[illegible]

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

Motion 21: 	Made By:	
	Vote	#
	Yay	
	Nays	
	Abstains	
Abstentions:	Motion Passes	

Items for the Board Meeting

Tax Credits (All Program Years)											
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
	Total Tax Credits presented for approval:				\$	-					
	Total Tax Credits Approved:				\$	-					

Cost Share Approvals/Increases (All Program Years)																
Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
	Total 2025 CB VACS Contracts awaiting Variance Review:				\$	-										
	Total 2025 CB VACS Contracts presented for approval:				\$	-										
	Total 2025 CB VACS Funds Approved:				\$	-										

VCAP

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

Other Items									

**DEPARTMENT OF CONSERVATION AND RECREATION AND VIRGINIA SOIL AND WATER
CONSERVATION DISTRICT (Department/ District) GRANT AGREEMENT:**

Administrative and Operational Support from the Commonwealth of Virginia

Agreement Number **503OPS-27-21-GF**

This Agreement becomes effective as of the 1st day of July, 2026, between the Virginia Department of Conservation and Recreation (Department), herein referred to as the Department and the **LORD FAIRFAX** Soil and Water Conservation District (District), herein referred to as the District.

The parties of this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

(1) SCOPE OF SERVICE:

The District shall provide the services set forth in **Attachment A (Fiscal Year 2027 Performance “Deliverables”)**, the terms of which are incorporated herein. The Department, as directed by the Virginia Soil and Water Conservation Board (Board), shall assess at the end of Fiscal Year 2027 (FY27) each District’s success in meeting the deliverables utilizing an A (fully satisfied), B (partially fulfilled), and C (did not fulfill) evaluation scale (**Attachment C**).

The results of the assessment, the two-year financial audit, and the cost-share file audit shall be shared with the Audit Subcommittee, and the Board as needed. In conjunction with the results, any explanations or actions taken by the District as result of the assessment, financial audit, or cost-share file audit should be presented to the Audit Subcommittee. For any Districts where deficiencies were noted in the assessment, financial audit, or the cost-share file audit, the Audit Subcommittee shall direct actions for the District, and the Department if applicable, to take to address the deficiencies. The timeframe for the actions to be taken shall also be established by the Audit Subcommittee. A letter to the District Chair from the Audit Subcommittee Chair shall provide notice of the actions taken by the Subcommittee, or Board if applicable, and the expectations for District action. Additionally, the Audit Subcommittee or the Board may request the District Board Chair or a designated Director attend the next scheduled Audit Subcommittee meeting to discuss the actions taken by the District or to address concerns raised by the Subcommittee.

If during a District’s financial audit, either additional or repeat comments are cited, the Audit Subcommittee may require the District undergo a special audit to ensure the integrity of the District’s financial policies and procedures. Any special audits will be conducted at the expense of the District and will be reduced from the upcoming fiscal year’s allocation.

Failure to meet performance deliverables contained in **Attachment A** may result in funding adjustments to the District’s future fiscal year’s funding allocations by the Board. Such actions shall be taken at the recommendation of the Subcommittee and upon approval of the Board. The Board may also reduce future funding to Districts that fail to act upon guidance and recommendations from auditors, the Department, the Audit Subcommittee, and the Board. In the event the District fails to comply with the provisions of this Agreement, the Board reserves the right to require repayment of previously issued funds and/or direct further appropriate actions based upon noncompliance circumstances. Should an issue arise that impacts funding, the District will be apprised of the issue(s) and be provided an opportunity to address the concerns of the Board prior to Board action. Board actions will be considered on a case-by-case basis.

(2) TIME OF PERFORMANCE:

The services of the District shall commence on July 1, 2026 and shall terminate on June 30, 2027. All time limits stated are of the essence of this Agreement.

(3) COMPENSATION:

The District shall be funded by the Department for services as set forth in **Attachment A** and per the compensation agreement outlined in **Attachment B**. The Department’s fiscal obligation under this Agreement is set forth in **Attachment B**. The Department’s fulfillment of funding to the District which is specified within this Agreement is contingent upon appropriations by the Virginia General Assembly. Should a reduction of funds occur during the course of Fiscal Year 2027, after the Department has utilized all unallocated and unobligated balances it may have available, every District will receive an equal percent reduction which will be calculated and deducted from each District’s total approved administrative and operational funding specified within the Department/District Grant Agreement (excluding dam maintenance funding). If additional direction

is necessary, the Department shall consult with the Board. Should a reduction of funds occur, every District must return funding within 30 days of receiving notice of such reduction from the Department.

The District shall spend the funds according to the specified categories as referenced in Attachment B. Completion of Attachment E (Project Financial Report), and submission of the District Quarterly Cash Balance Sheet and quarterly Profit and Loss Statement, by deadlines established within this Agreement is required.

(4) MATCHING FUNDS:

The use of funds made available through this Agreement by the Department as a match commitment for other funding opportunities the District may pursue must be approved by the Department in writing in advance of any binding commitment entered into by the District. This requirement must be fulfilled to avoid double counting of match commitments against these funds. Match commitment requests will be considered on a case-by-case basis. The final decision is at the sole discretion of the Department.

(5) ASSISTANCE:

The Department agrees, upon request of the District, to furnish or otherwise make available to the District copies of existing non-proprietary materials in the possession of the Department that are reasonably related to the subject matter of this Agreement and are necessary to the District for completion of performance under this Agreement.

(6) GENERAL PROVISIONS:

The District is expected to comply with generally accepted financial accounting principles; to annually review the current version of DCR's Desktop Procedures for District Operations (Effective date July 1, 2026); to modify existing accounting procedures to comply with the auditor and Board recommendations; to abide by laws and standards applicable to employment of staff; to develop and comply with internal policies regarding the Conflict of Interest Act that comport with State law; and to operate under a system of reasonable, adequate internal controls that provide integrity to all facets of District management and delivery of programs and services for the public good.

The District is encouraged to use the web-based purchasing system eVA, especially to announce District bid opportunities, invite bidders, receive quotes, and place orders for goods and services. Furthermore, all Districts shall participate throughout the Agreement period in the Commonwealth of Virginia's Financial Electronic Data Interchange (FEDI) program.

Expenditure of District funds, regardless of source, will be made without regard to any person's race, color, religion, sex, age, national origin, handicap, or political affiliation.

Nothing in this Agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Fiscal Year 2027 Performance Deliverables contained herein. The schedule of service set forth in Attachment A and Attachment C shall be deemed to have been consented to upon the execution of this Grant Agreement by the Department.

(7) TERMINATION:

This Agreement is established in the spirit of a conservation partnership. Either party may terminate this Agreement with cause, upon sixty (60) days written notice to the other party. The District shall not expend state funding awarded under this Agreement for services rendered or expenses incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of work under this Agreement. From the date of such notice, the District shall within 30 days refund a pro-rated amount based on a monthly value, minus any documented fees and expenses referenced above, to the Department.

In the event of breach by either party of this Agreement, either party shall have the right immediately to rescind, revoke, or terminate the Agreement. In such event either party will give written notice to the other specifying the manner in which the Agreement has been breached. When such a breach occurs, either party may be provided opportunity to correct the breach within sixty (60) days of receipt of the written notice. If acceptable corrections have not occurred by the close of that period, either party shall have the right to terminate this Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of this Agreement shall become the property of the Department.

(8) FINANCIAL RECORDS AVAILABILITY:

The District agrees to retain all books, records, and other documents relative to this Agreement for three (3) fiscal years from the end of Fiscal Year 2027. The Department, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

All funds received by Districts are public funds and provisions of the Freedom of Information Act shall apply to financial records, unless otherwise specified within the Act or elsewhere in the *Code of Virginia*. Each District shall safeguard, provide accountability, and expend funds only for approved purposes.

(9) PARTNERSHIP ACKNOWLEDGMENTS AND REPORTS:

In the spirit of the conservation partnership, the Board and Department work with, and make available support and assistance to, each District in a variety of ways. The conservation partnership will be enhanced through District recognition of its primary partner agencies within certain printed documents produced by the District. Specifically, the District's Strategic Plan (or SWCD 4-year Program and Resource Plan), Annual Plan, and Annual Report will acknowledge Board and Department support and financial assistance by written acknowledgment in the following format:

The Commonwealth of Virginia supports the (Name of district) Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.

Acknowledgment of the Board's and Department's support within other publications and products is encouraged.

(10) REPORTS

The District agrees to provide to the Department timely and accurate reports as specified within this Agreement by the dates contained herein. Reports shall be submitted to the Department's Conservation District Coordinator (CDC) by the District on or before the following deadlines:

Quarters	Report Period	Report Deadline (due to CDC)
First Quarter*	07/01/26 thru 09/30/26	October 15, 2026
Second Quarter*	10/01/25 thru 12/31/25 10/01/26 thru 12/31/26	January 15, 2027
Third Quarter*	01/01/26 thru 03/31/26 01/01/27 thru 03/31/27	April 15, 2027
Fourth Quarter*	04/01/27 thru 06/30/27	July 15, 2027

*Fiscal Year 2027 funds will not be disbursed until the Fourth Quarter Fiscal Year 2026 reports have been submitted (including the District's End of Year Cash Balance Report and Carry Over Report) and until the complete execution of the Grant Agreement and the return of an original signed Agreement to the District's assigned Department CDC. Except due to extenuating circumstances, disbursements to Districts will be executed within 45 calendar days following the beginning of the first and third quarters contingent upon the satisfactory completion of database updates and the receipt of complete and accurate reports.

When the Report Deadline falls on a weekend, the deadline will be the following Monday. When the reporting deadline falls on a holiday, the deadline will be the next business day.

(11) COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

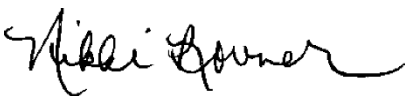
The District is responsible for ensuring all administrative, financial, and operational activities are conducted in accordance with federal and state laws and the associated regulations including but not limited to the following: Fair Labor Standards Act of 1938, as amended; the State and Local Government Conflicts of Interest Act (§§2.2-3100 et seq.); Freedom of Information Act (§§2.2-3700 et seq.); Virginia Public Procurement Act (§§2.2-4300 et seq.); Virginia Security for Public Deposits Act (§§2.2-4400 et seq.); laws governing the establishment and operations of Soil and Water Conservation Districts (§§10.1-506–10.1-559); Virginia Public Records Act (§§46.1-76 et seq.); state sales tax exemption (§58.1-609.1(16)); and the Appropriation Act.

In witness whereof the parties have caused this Agreement to be executed by the following duly authorized officials:

SOIL AND WATER CONSERVATION
DISTRICT

DEPARTMENT OF CONSERVATION
AND RECREATION

By: _____

By: _____
Nikki Rovner, Director
Department of Conservation and Recreation

Title: _____

Date: _____

Date: _ 7/27/2026 _____

Department/District Grant Agreement No. 503OPS-27-21-GF

ATTACHMENT A
Soil and Water Conservation District (District)
Fiscal Year 2027 Performance “Deliverables”
For Acceptance of Department Funds to Administer This Agreement
and for Operating Expenses to the Extent that Funding Permits

- Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:
 - The Virginia Agricultural BMP Cost-Share Program;
 - The Virginia Agricultural BMP Tax Credit Program;
 - Conservation Reserve Enhancement Program (CREP);
 - Voluntary BMP installation;
 - TMDL (Total Maximum Daily Load) development and implementation processes;
 - Agricultural Stewardship Act; and
 - Resource Management Plans (RMP) Program.
- Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.
- Submit complete meeting minutes from all routine, special, and committee meetings of the District Board to the District’s assigned Conservation District Coordinator (CDC). Complete meeting minutes follow the guidance provided in the Desktop Procedures (page 4).
- Submit complete and accurate quarterly financial reports to the District’s assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2027 electronic template of the **Attachment E (Project Financial Report)**, submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.
- *DCR’s Desktop Procedures for District Operations* (Procedures) are annually reviewed by the District Board and documented in official Board meeting minutes.
- District staff responsible for the District’s administrative functions or financial data management and financial reporting must attend trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.
- New directors are required to complete Director Orientation training within six months of qualifying for office.
- Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]
- Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2029 to the Department no later than July 15, 2027.
- Hosted at least one agricultural community outreach event during the year that:
 - 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.
- Perform District Dam Maintenance as needed (if applicable to your District) with allocated funding.

- For Fiscal Year 2027, \$1,500,000 for small dam repairs is appropriated (Sub-program 50320) for the maintenance and small repairs to the Districts' 103 impounding structures. Any District receiving funds for the maintenance and small repairs of District-owned dams must adhere to the requirements established in the Virginia Soil and Water Conservation Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2027.

ATTACHMENT B

COMPENSATION

I. OPERATIONAL

The total grant award by the Department to the District to support specific operational purposes shall be **\$378489** to support District actions that address the Commonwealth's water quality and natural resource conservation needs and to meet state and federal nutrient and sediment reduction requirements.

Description of Funding	Amount
Administration and Operations Core Funding (total to be evenly distributed on a semi-annual basis)	\$ 369489
Dam Maintenance (to be distributed the first quarter)	\$ 9000
Total Administrative and Operational Support	\$ 378489

II. DISBURSEMENT OF FUNDS

Disbursements to Districts shall be conducted on a semi-annual basis.

The first disbursement of Fiscal Year 2027 funds will not be disbursed until the Fourth Quarter Fiscal Year 2026 reports have been submitted (including the District's End of Year Cash Balance Report and Carry Over Report) and until the complete execution of the Grant Agreement and the return of an original Agreement to the District's assigned Department CDC.

Except due to extenuating circumstances or as otherwise set out in the Grant Agreement, disbursements to Districts will be executed within 45 calendar days following the beginning of the first and third quarters contingent upon the satisfactory completion of database updates and the receipt of complete and accurate reports required under this Agreement.

Correspondence to the District from the Department will specify funding amounts and approved purposes of all funds disbursed. These letters constitute the Department's record of funding to the District.

Any cost overruns incurred by the District during the time of performance shall be the responsibility of the District.

ATTACHMENT C (Evaluation Guidance for Department/District Fiscal Year 2027 Grant Agreement Performance Deliverables)

Grant Agreement Performance Deliverable	Fully Satisfied “A”	Partially Fulfilled “B”*	Did Not Fulfill “C”*
1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs: • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • TMDL development and implementation processes • Agricultural Stewardship Act • Resource Management Plan (RMP) Program	Demonstrates implementation of all but one listed program applicable to the District. Demonstrates leadership in the conservation of soil and water resources.	Implements and supports conservation programs and initiatives applicable to the District but fails to effectively carry out or support two programs.	Fails to deliver and/or support programs and initiatives applicable to the District with multiple deficiencies demonstrated. Leadership in the conservation of soil and water resources is lacking or nonexistent.
2. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.	District actively supports and fosters partnerships.	District does not demonstrate commitment in forming relationships with other conservation groups.	District does not form relationships with other conservation groups.
3. Holds meetings with a quorum of District board members present.	8 or more meetings.	6 or 7 meetings	5 meetings and fewer.
4. Submit complete meeting minutes from all routine, special, and committee meetings of the District Board to the District’s assigned Conservation District Coordinator (CDC). Complete meeting minutes follow the guidance provided in the Desktop Procedures (page 4).	CDC received complete minutes from all meetings.	CDC received complete minutes from some meetings.	CDC received no complete minutes from a majority of meetings.
5. Submit complete and accurate quarterly financial reports to the District’s assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2027 electronic template of the <u>Attachment E (Project Financial Report)</u> , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required.	Three or more reports were on time, complete, and accurate.	Two reports were on time, complete, and accurate.	One or fewer reports were on time, complete, and accurate.
6. <i>DCR’s Desktop Procedures for District Operations</i> (Procedures) annually reviewed by the District Board and documented in official Board meeting minutes.	A current copy of the Procedures was reviewed by the Board once during the fiscal year.	N/A	A current copy of the Procedures was not reviewed by the Board during the fiscal year.
7. District staff responsible for the District’s administrative functions or financial data management and financial reporting attended trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.	All District staff responsible for the administrative functions or financial data and reporting attended Department sponsored training(s).	Some of the District staff responsible for the administrative functions or financial data and reporting attended some of the Department sponsored training(s).	No District staff responsible for the administrative functions or financial data and reporting attended Department sponsored training(s).

8. New directors are required to complete Director Orientation training within six months of qualifying for office.	All new directors completed Director Orientation training sessions within six months of qualifying for office	Some new directors completed Director Orientation training or training was completed but not within 6 months.	New director(s) failed to complete Director Orientation training
9. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department and/or the Virginia Soil and Water Conservation Board to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Water Quality Improvement Act [§ 10.1-21.1 et seq. of the Code of Virginia], Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia], the Chesapeake Bay and Virginia Waters Clean-up Plan [§.62.1-44.118 of the Code of Virginia] and the Appropriation Act.	All Department and/or the Virginia Soil and Water Conservation Board requests for information/assistance were fully addressed.	The Department's and/or the Virginia Soil and Water Conservation Board's requests were partially addressed with shortcomings that could include incomplete information; response delays, and other factors.	No cooperation and/or assistance provided when requested by the Department and/or the Virginia Soil and Water Conservation Board.
10. Hosted at least one agricultural community outreach event during the year that: - 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	The District hosted at least one outreach event that met all criteria.	The District hosted at least one outreach event that met some criteria.	The District failed to host an outreach event that met criteria.
11. Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2029 to the Department no later than July 15, 2027.	Completed Attachment D received by due date and was complete.	Some portion of required Attachment D was late and/or incomplete.	The entire Attachment D was late and/or incomplete.

*

The basis for the ratings that are scored “Partially Fulfilled” or “Did Not Fulfill” will be documented through written comments by the CDC and discussed during a meeting of the District Board and staff. Such results will be shared with the Audit Subcommittee of the Virginia Soil and Water Conservation Board for their review and consideration.

ATTACHMENT E (Project Financial Report)
(Fillable Form Available from the Department)
 (Example of 1st Quarter Report)

1st Quarter

Attachment E
*******OFFICIAL FISCAL YEAR 2027 FORM*******

Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation
Project Financial Report

SWCD:

Agreement Number:

Contact: _____

Phone Number:

Address:

Reporting Quarter Dates:	7/1/2026	thru	9/30/2026
	(beginning)		(closing)

NOTE: Only the Yellow fields are unprotected and capable of having data entered into them. Please remember to enter a negative sign (-) when you enter Expenditures or Transfers Out.

[illegible]

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will automatically carry forward to the next report period.

** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by:

--	--	--

Print Name Signature Date

****Approved by:** _____

Print Name Signature Date

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.

7/1/2026

**DEPARTMENT OF CONSERVATION AND RECREATION AND VIRGINIA SOIL AND WATER
CONSERVATION DISTRICT (Department/ District) GRANT AGREEMENT:**

Cost-share and Technical Assistance from the Commonwealth of Virginia

Agreement Number 503CSTA-27-21-GF

This Agreement becomes effective as of the 1st day of July 2026, between the Virginia Department of Conservation and Recreation (Department), herein referred to as the Department and the LORD FAIRFAX Soil and Water Conservation District (District), herein referred to as the District. This Agreement supersedes Fiscal Year 2026 (FY2026) Agreements; accordingly, this Agreement governs the distribution and disbursement of new Fiscal Year 2027 (FY27) cost-share and technical assistance funds.

The parties of this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

(1) SCOPE OF SERVICE:

The District shall provide the services set forth in Attachment A (Fiscal Year 2027 Performance “Deliverables”), the terms of which are incorporated herein. The Department, as directed by the Virginia Soil and Water Conservation Board (Board), shall assess at the end of Fiscal Year 2027 (FY27) each District’s success in meeting the deliverables utilizing an A (fully satisfied), B (partially fulfilled), and C (did not fulfill) evaluation scale (Attachment C).

The results of the assessment, the two-year financial audit, and the cost-share file audit shall be shared with the Audit Subcommittee, and the Board as needed. In conjunction with the results, any explanations or actions taken by the District as result of the assessment, financial audit, or cost-share file audit should be presented to the Audit Subcommittee. For any Districts where deficiencies were noted in the assessment, financial audit, or the cost-share file audit, the Audit Subcommittee shall direct actions for the District, and the Department if applicable, to take to address the deficiencies. The timeframe for the actions to be taken shall also be established by the Audit Subcommittee. A letter to the District Chair from the Audit Subcommittee Chair shall provide notice of the actions taken by the Subcommittee, or Board if applicable, and the expectations for District action. Additionally, the Audit Subcommittee or the Board may request the District Board Chair or a designated Director attend the next scheduled Audit Subcommittee meeting to discuss the actions taken by the District or to address concerns raised by the Subcommittee.

If during a District’s financial audit, either additional or repeat comments are cited, the Audit Subcommittee may require the District undergo a special audit to ensure the integrity of the District’s financial policies and procedures. Any special audits will be conducted at the expense of the District and will be reduced from the upcoming fiscal year’s allocation.

Failure to meet performance deliverables contained in Attachment A may result in the withholding of funding granted by the Department to the District set out in this Grant Agreement, either temporarily, or permanently, and/ or result in funding adjustments to the District’s future fiscal year’s funding allocations. Such actions shall be taken at the recommendation of the Subcommittee and upon approval of the Board. The Board may also reduce future funding to Districts that fail to act upon guidance and recommendations from auditors, the Department, the Audit Subcommittee, and the Board. In the event the District fails to comply with the provisions of this Agreement, the Board reserves the right to require repayment of previously issued funds and/or direct further appropriate actions based upon noncompliance circumstances. Should an issue arise that impacts funding, the District will be apprised of the issue(s) and be provided an opportunity to address the

concerns of the Board prior to Board action. Board actions will be considered on a case-by-case basis.

(2) TIME OF PERFORMANCE:

The services of the District shall commence on July 1, 2026 and shall terminate on June 30, 2027 unless extended or superseded by a renewed grant agreement during this contract period.

(3) COMPENSATION:

The District shall be funded, in accordance with the provisions of this Agreement, by the Department for services as set forth in **Attachment A** and in the amounts set out in **Attachment B**. The Department's fulfillment of cost-share and technical assistance funding to the District which is specified within this Agreement is contingent upon appropriations by the Virginia General Assembly. Should funding availability fall short of appropriation projections during the course of FY27, after the Department has utilized all unallocated and unobligated balances it may have available (such as CTI), every District will receive an equal percent reduction which will be calculated and deducted from each District's unobligated total approved cost-share and technical assistance funding specified within the Department/District Grant Agreement. When a reduction of funds is necessary, the Department will make reductions from available unobligated cost-share first and reduce technical assistance last. Should a reduction of funds occur, every District must return funding within 30 days of receiving notice of such reduction from the Department. Should all cost-share and technical assistance funding within a District be obligated and it becomes necessary to reduce such funds, then adjustments will be made to the next fiscal year's spending plan to honor existing commitments from the prior fiscal year first or during reallocation as determined by the Department.

The District shall spend the funds according to the specified categories as referenced in **Attachment B**. Any cost overruns incurred by the District during the time of performance shall be the responsibility of the District.

(4) MATCHING FUNDS:

The use of funds made available through this Agreement by the Department as a match commitment for other funding opportunities the District may pursue, must be approved by the Department in writing, in advance of any binding commitment entered into by the District. This requirement must be fulfilled to avoid double counting of match commitments against these funds. Match commitment requests will be considered on a case-by-case basis. The final decision is at the sole discretion of the Department.

(5) INFORMATION REQUESTS:

The Department agrees upon request of the District, to furnish or otherwise make available to the District, copies of existing non-proprietary materials in the possession of the Department that are reasonably related to the subject matter of this Agreement and are necessary to the District for completion of performance under this Agreement.

(6) GENERAL PROVISIONS:

The District is expected to comply with generally accepted financial accounting principles; to annually review the current version of **DCR's Desktop Procedures for District Operations**; to modify existing accounting procedures to comply with the auditor and Board recommendations; to abide by laws and standards applicable to employment of staff; to develop and comply with internal policies regarding Conflict of Interest that comport with State law; to develop and comply with internal policies regarding Freedom of Information Act requirements that comport with State law; and to operate under a system of reasonable, adequate internal controls that provide integrity to all facets of District management and delivery of programs and services for the public good.

For the purposes of procurement, Districts are considered a unit of local government. The District is encouraged to use the web-based purchasing system eVA, especially to announce District bid opportunities, invite bidders, receive quotes, and place orders for goods and services. Furthermore, all Districts shall participate throughout the Agreement period in the Commonwealth of Virginia's Financial Electronic Data Interchange (FEDI) program.

Expenditure of District funds, regardless of source, will be made without regard to any person's race, color, religion, sex, age, national origin, handicap, or political affiliation.

Nothing in this Agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the FY27 Performance Deliverables contained herein. The schedule of service set forth in **Attachment A and Attachment C** shall be deemed to have been consented to upon the execution of this Grant Agreement by the Department.

(7) TERMINATION:

This Agreement is established in the spirit of a conservation partnership. Either party may terminate this Agreement with cause, upon sixty (60) days written notice to the other party. The District shall not expend state funding awarded under this Agreement for services rendered or expenses incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of work under this Agreement. From the date of such notice, the District shall within sixty (60) days refund a pro-rated amount based on a monthly value, minus any documented fees and expenses referenced above, to the Department.

In the event of breach by either party of this Agreement, either party shall have the right immediately to rescind, revoke, or terminate the Agreement. In such event, either party will give written notice to the other specifying the manner in which the Agreement has been breached. When such a breach occurs, either party may be provided opportunity to correct the breach within sixty (60) days of receipt of the written notice. If acceptable corrections have not occurred by the close of that period, either party shall have the right to terminate this Agreement.

In the event of rescission, revocation, or termination, all documents and other materials related to the performance of this Agreement shall become the property of the Department.

(8) FINANCIAL RECORDS AVAILABILITY:

The District agrees to retain all books, records, and other documents relative to this Agreement for three (3) fiscal years from the end of the grant period. The Department, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

All funds received by Districts are public funds and provisions of the Freedom of Information Act shall apply to financial records, unless otherwise specified within the Act or elsewhere in the *Code of Virginia*. Each District shall safeguard, provide accountability, and expend funds only for approved purposes.

(9) PARTNERSHIP ACKNOWLEDGMENTS:

In the spirit of conservation partnership, the Board and Department work with and make available support and assistance to each District in a variety of ways. The conservation partnership will be enhanced through District recognition of its primary partner agencies within certain printed documents produced by the District. Specifically, the District's Strategic Plan (or SWCD 4-year Program and Resource Plan), Annual Plan, and Annual Report will acknowledge Board and Department support and financial assistance by written acknowledgment in the following format:

The Commonwealth of Virginia supports the (Name of district) Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.

Acknowledgment of the Board’s and Department’s support within other publications and products is encouraged.

(10) COST-SHARE ALLOCATION AND DISTRIBUTION:

Cost-share shall be allocated to Districts in accordance with the POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027) and shall be disbursed in accordance with the provisions of this Agreement and in the amounts set out or referenced in **Attachment B**. Department personnel will confer with District staff at least quarterly to determine their projected needs for cost-share payments for projected completed BMPs. Department personnel will generate a disbursement letter based upon their District’s projected ninety-day needs and Agricultural BMP Tracking program data showing obligations. Cost-share payments to applicants shall be conducted in accordance with the *Program Year 2027 Virginia Agricultural Cost Share (VACS) BMP Manual*. Any application must meet appropriate technical agency standards and specifications of that practice before cost-share payment is made. Payment is issued after the participant and technical representative have certified practice installation in their Virginia BMP Incentives Contract. Information regarding cost-share payments made by Districts shall be entered into the BMP cost-share tracking database within one month of payments being rendered.

(11) TECHNICAL ASSISTANCE ALLOCATION AND DISTRIBUTION:

Technical Assistance shall be allocated to Districts in accordance with the POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027) and shall be disbursed in accordance with the provisions of this Agreement and in the amounts set out in **Attachment B**.

FY27 technical assistance allocations shall be disbursed to Districts over FY27 in accordance with the following procedures. After the FY26 Fourth Quarter and End of Year reports (including District’s End of Year Cash Balance Report and Carry Over Report) have been submitted to the Department, the FY27 Grant Agreement has been executed and a copy of the executed Agreement has been returned to the Department, all of the District’s FY27 base technical assistance allocation shall be disbursed during the first quarter of FY27.

FY27 cost-share funds will be disbursed quarterly after Department personnel and District staff determine each District’s obligations for cost-share contracts in that quarter. FY27 additional technical assistance funds will be disbursed proportionally (12%) with the cost-share funds, provided updates to the AgBMP Tracking Module are being entered monthly to the satisfaction of the Department. Except due to extenuating circumstances or as otherwise set out in the Grant Agreement, disbursements to Districts will be executed within 45 calendar days following the beginning of a quarter contingent upon the satisfactory completion of database updates and the receipt of complete and accurate reports.

Should new FY27 funding be transferred between Districts or reallocated, technical assistance funds noted in the column “FY27 TA Addition to the FY27 TA Base” shall proportionally be transferred with the cost-share.

Additionally, should a District decline a recommended cost-share allocation, technical assistance allocations may also be reduced accordingly.

(12) DEPUTY DIRECTOR APPROVAL OF TRANSFER OF COST-SHARE:

After Grant Agreement issuance, Districts may choose to work with the Department to determine if cost-share allocations should be transferred from one District to another District to maximize water quality improvements. Cost-share shall not be transferred between CB and OCB drainage allocations. Prior to a District Board taking formal action to either transfer cost-share allocation or to accept additional cost-share allocation, the Conservation District Coordinator(s) assigned to each District must authorize the transfer or acceptance of cost-share allocation. Adjustments in the cost-share allocations that are approved by the Conservation District Coordinator(s) and the District Boards shall be advanced through the Division's Central Office to the Deputy Director for consideration as District contract adjustments. A completed Transfer of Virginia Agricultural Best Management Practices Cost-Share Program (VACS) Allocated Cost-Share Funds Form 199-225 (Form) from the affected Districts will be required to document their approval of the recommended transaction. The completed Form regarding reallocations/transfers shall be routed to the Comptroller to update the Department's records. For amounts already distributed to Districts, funds shall be returned back to the Department, or deducted from the next quarterly FY27 disbursement(s), for redistribution to the approved receiving District (accordingly such funds shall not be directly sent between Districts). A proportional amount (12%) of technical assistance shall be transferred with the cost-share funds. Such motions and all documentation required to execute the voluntary transfer of cost-share must be submitted to the Department prior to June 1, 2027.

Aside from transfers of funds approved under this Section, no other movements of cost-share or technical assistance funding may occur between Districts.

(13) TARGETING THE EXPENDITURE OF COST-SHARE FUNDS IN EACH DISTRICT TO MAXIMIZE WATER QUALITY IMPROVEMENTS:

Once cost-share has been allocated to Districts, cost-share expenditures within Districts should be utilized to solve water quality problems by fixing the worst problems first on a field by field basis. Priority Considerations (statewide water quality considerations) shall be used by all Districts to qualify cost-share applications for District Board consideration for funding. Every funded application should meet at least one of the priority considerations set out in the POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027).

Further, a set of Secondary considerations that identify the local District Board's water quality improvement focus shall be developed by the District Board. The District shall submit their Secondary Considerations to the Department and receive Department approval prior to the District approving cost-share applications. Districts should prioritize the implementation of appropriate BMPs that will reduce the greatest amount of nutrient and sediment contamination while utilizing the least amount of cost-share funds to address site-specific water quality problems in identified high priority watersheds with all Program cost-share funds. Each District shall, when comparing projects for cost-share funding, utilize the Conservation Efficiency Factor (CEF). Districts shall be prepared to verify and document that their cost-share allocations are being spent in accordance with the priority considerations, their approved secondary considerations, and in accordance with the *Program Year 2027 Virginia Agricultural Cost Share (VACS) BMP Manual*.

Additionally, for Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan; for Districts outside of the Chesapeake Bay basin, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). BMPs within fields covered by a Resource Management Plan shall also receive priority.

(14) REALLOCATION OF COST-SHARE FUNDS:

Following the end of each fiscal year, the Board shall reallocate (redistribute) unobligated VACS allocations, including unobligated funds from prior fiscal years, and unobligated CREP or RCPP funds (keeping cost-share within the drainage basin it was originally allocated within). These funds will be used for VACS programmatic priorities which may include funding for Chesapeake Bay Watershed Implementation Plan implementation or targeted agricultural BMPs. VACS funds that have not been approved by the District's Board of Directors by June 15, 2027 to fund an existing cost-share application are considered to be unobligated and must be returned to the Department. A proportional amount (12%) of technical assistance funds shall be returned with any unobligated FY2027 cost-share funds.

For any contracts that (i) were entered into prior to FY2027 (ii) were carried over in accordance with the guidelines established in the applicable Virginia Agricultural Cost-Share (VACS) BMP Manual, and (iii) were cancelled after the fiscal year in which the contract was entered into:

- The District is authorized to reobligate the cost-share funds associated with the cancelled contract to new contracts during FY2027;
- The District must return to the Department any cost-share funds associated with the cancelled contract that are not reobligated by the end of FY2027; and
- The District is not required to return any technical assistance funds associated with the cancelled contract's cost-share funds.

Reallocation cost-share amounts and the associated technical assistance amounts shall be specifically noted in cost-share disbursement letters to Districts and become part of the financial record.

(15) UNEXPENDED STATE FUNDS MAINTAINED BY DISTRICTS:

FY2027 and any prior year cost-share funds, including issued to Districts that remain unobligated at the close of FY2027 will be returned to the Department for reallocation by the Board in accordance with Section 14.

(16) 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 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.

(16) COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

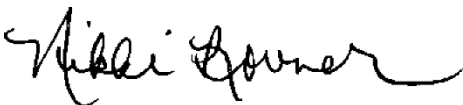
The District is responsible for ensuring all administrative, financial, and operational activities are conducted in accordance with federal and state laws and the associated regulations including but not limited to the following: Fair Labor Standards Act of 1938, as amended; the State and Local Government Conflicts of Interest Act (§§2.2-3100 et seq.); Freedom of Information Act (§§2.2-3700 et seq.); Virginia Public Procurement Act (§§2.2-4300 et seq.); Virginia Security for Public Deposits Act (§§2.2-4400 et seq.); laws governing the establishment and operations of Soil and Water Conservation Districts (§§10.1-506–10.1-559); Virginia Public Records Act (§§46.1-76 et seq.); state sales tax exemption (§58.1-609.1(16)); and the Appropriation Act.

In witness whereof the parties have caused this Agreement to be executed by the following duly authorized officials:

SOIL AND WATER CONSERVATION
DISTRICT

DEPARTMENT OF CONSERVATION
AND RECREATION

By: _____

By: 

Nikki Rovner, Director
Department of Conservation and Recreation

Title: _____

Date: _____

Date: 7/27/2026

Department/District Grant Agreement No. 503CSTA-27-21-GF

ATTACHMENT A
Soil and Water Conservation District (District)
FY27 Performance “Deliverables”
For Acceptance of Department Virginia Agricultural BMP Cost-Share Program Funds for Cost-share and Technical Assistance

- Locally deliver the Virginia Agricultural Cost-Share (VACS) Program as a means of promoting voluntary adoption of conservation management practices by farmers and land managers in support of the Department’s nonpoint source pollution management program. (§10.1-546.1 Code of Virginia):
 - Implement the Virginia Agricultural Cost-Share program in accordance with the provisions of:
 - The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027);
 - This Grant Agreement; and
 - All state laws and regulations.
- Locally deliver the VACS Program in accordance with the *Program Year 2027 Virginia Agricultural Cost-Share (VACS) BMP Manual* including but not limited to the provision on approval and payment of cost-share, working within District boundaries, bid process, applying average cost list to contract estimates properly, ranking cost share applications consistently with priority and secondary considerations, taking appropriate action to address verification issues, following the appropriate procedures for any mid-year update to the Average Cost List, and other administrative guidelines established in the Manual.
- Submit complete and accurate quarterly financial reports to the District’s assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2027 electronic template of the Attachment E (Project Financial Report), submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal. (Note: This is an existing expectation within the Operational Support Grant Agreement and it is applicable to this Agreement).
- Provide database updates according to established deadlines and special needs, as requested by the Department, to support Virginia’s nonpoint source pollution reduction initiatives, including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§10.1-2128.1.]. (Note: This is an existing expectation within the Operational Support Grant Agreement and it is applicable to this Agreement). This includes updating the Conservation Suite Application within one month of payments being rendered, and updating other financial records by the reporting deadline for each quarter. Additionally, Conservation Reserve Enhancement Program (CREP) project information must be entered into the tracking program within 30 days of District Board project approvals.
- Ensure staff implementing the VACS Program has obtained the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses). If the 24 month timeline is exceeded, progress must be adequately demonstrated towards achieving certification. Certification should be maintained after achieving the initial certification.

- When applicable, ensure staff implementing the VACS Program has obtained and maintained the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within the District boundaries. Staff must follow EJAA requirements and applicable standards and specifications at all times.
- Submit secondary considerations to the Department and receive Department approval prior to the District approving cost-share applications.
- Submit the District Board-approved Average Cost List to the Department prior to the District approving cost-share applications.
- If applicable, prior to practice contract approval, ensure a complete and Board-approved DCR conservation plan or Resource Management Plan is entered into the Conservation Application Suite or a NRCS conservation plan developed by NRCS staff is on file with the District and Board-approved. Ensure the conservation plan (either DCR conservation plan or NRCS conservation plan) or Resource Management Plan includes the BMP(s) being approved by the District.
- Data was entered in the Conservation Application Suite accurately and data inaccuracies entered into the Conservation Application Suite were corrected within 30 days from the date the District was notified of the issues or by the established deadlines. This includes but is not limited to inaccuracies that are found through all QA/QC reports:
 - BMP data entry: entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s); and
 - BMP payment status: approvals, cancellations, carryovers, complete not-paid; and participant funding request.
- Financial data was entered in the Conservation Application Suite accurately and timely and financial reports reconciled with the data in the Conservation Application Suite. This includes but is not limited to missing data or inaccuracies of financial data such as:
 - Dates payments were made for BMPs to ensure payments are made within 30 days of all necessary documentation being received and certification of appropriate installation or implementation of the BMP;
 - Quarterly reconciliation of QuickBooks account records and Attachment E reports with the Conservation Application Suite;
 - Submission of complete and accurate End of Year Cash Balance Reports and Carry Over Reports by the end of year reporting deadline.
- Issue IRS Form 1099s to cost-share recipients on or before January 31st.
- Ensure that tax credit applications were District Board approved and that there is a corresponding District Board-approved soil conservation plan on file at the District for each tax credit approval. Ensure that tax credit certificates are issued only after practices receive technical certification. The tax credit issue date should be in the same calendar year as the technical certification date. Ensure all required tax documentation was provided to the participant.
- Cost-share and tax credit approvals are to be individually documented in their District Board minutes (identified by contract or instance #).

- The District technical staff shall participate in an annual VACS Program Update and Conservation Application Suite updates training sponsored by the Department.
- If applicable, locally deliver the *Whole Farm Approach standard and specifications (WFA-NM and WFA-CC)* as a means of promoting voluntary adoption of conservation management practices by farmers and land managers in support of the Department’s nonpoint source pollution management program. (§10.1-546.1 Code of Virginia):
 - Implement the *Whole Farm Approach standard and specifications* in accordance with the provisions of:
 - This Grant Agreement; and
 - The *Program Year 2027 Virginia Agricultural Cost Share (VACS) BMP Manual*.
 - The *Whole Farm Approach standard and specifications* are not subject to the VACS Program participant caps and does not impact the producer’s ability to participate in VACS for practices that are not included in the *WFA-NM* or the *WFA-CC*.

At the end of FY27, CDCs shall complete an evaluation of FY27 deliverables that will be subject to the provisions of paragraph “(1) SCOPE OF SERVICE” of this Grant Agreement.

ATTACHMENT B

COMPENSATION

I. COST-SHARE PROGRAM

Funding provided by the Board and Department to the District to support the Virginia Agricultural BMP Cost-Share Program is addressed through this Agreement. Funds made available to the District set out in the POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027) are summarized as follows:

Total available SWCD allocation for July 1, 2026 through June 30, 2027 is: **\$10431403**

To be managed as follows:

A total of **\$9063261** for the portion of the District within the Chesapeake Bay (CB) to implement agricultural best management practices.

A total of \$ for the portion of the District outside of the Chesapeake Bay (OCB) to implement agricultural best management practices.

A total of **\$1368142** has been allocated for Technical Assistance funding for the implementation of agricultural best management program.

The amounts set out above may be amended during the grant period only in accordance with the provisions of this Grant Agreement.

II. DISBURSEMENT OF FUNDS

Cost-share program funds will be disbursed only in accordance with the provisions of this Grant Agreement.

ATTACHMENT C (Evaluation Guidance for Department/District Fiscal Year 2027 Grant Agreement Performance Deliverables)

Grant Agreement Performance Deliverable	Fully Satisfied “A”	Partially Fulfilled “B”*	Did Not Fulfill “C”*
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: - The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2027); - This Grant Agreement; - All state laws and regulations.	Effectively delivers the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements.	Partially delivers the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements.	Fails to deliver the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements, with multiple deficiencies demonstrated by the District.
2. Did the District implement VACS in accordance with the <i>Program Year 2027 Virginia Agricultural Cost-Share (VACS) BMP Manual</i>, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, applying average cost list to contract estimates properly, ranking cost share applications consistently with priority and secondary considerations, taking appropriate action to address verification issues, following the appropriate procedures for any mid-year update to the Average Cost List, and other administrative guidelines established in the <i>Manual</i>.	The District complied fully with all provisions of the <i>Manual</i> .	The District was found to be out of compliance with up to two instances with provisions of the <i>Manual</i> .	The District was found to be out of compliance with three or more instances with provisions of the <i>Manual</i> .
3. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certification after achieving the initial certification?	Yes, District technical staff (i) have obtained certification within 24 months of hire or are actively working towards certification; or (ii) have maintained certification.	Some District technical staff (i) have failed to obtain or (ii) have failed to maintain certification.	No, District technical staff (i) have obtained certification; or (ii) have maintained certification.
4. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?	Yes, District staff obtained and maintained the appropriate level of EJAA and no compliance issues were found.	District staff was found to be out of compliance with EJAA. Example: staff worked outside of EJAA on occasion or staff had at least one deficiency found during an EJAA review.	District staff was found to be out of compliance with EJAA on multiple instances or significant deficiencies were found during an EJAA review.

5. Prior to the District approving cost-share applications, did the District Board: i. Approve secondary considerations and receive Department approval of those considerations? ii. Approve an Average Cost List and submit it to the Department?	Prior to approving cost-share applications, (i) the District Board approved secondary considerations and received Department approval of those considerations and (ii) submitted an average cost list to the Department.	Prior to approving cost-share applications, (i) the District Board did not approve or did not receive Department approval of those considerations or (ii) did not submit an average cost list to the Department.	Prior to approving cost-share applications, (i) the District Board did not approve or did not receive Department approval of those considerations and (ii) did not submit an average cost list.
6. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District?	All practices that require a conservation plan had a complete, accurate, and Board-approved plan before the practice contract was approved.	A few practices that require a conservation plan did not have a complete and Board-approved plan before the practice contract was approved or the plan was lacking the appropriate practices, dates, signatures and/or resource reviews.	Multiple practices that require a conservation plan did not have a complete and Board-approved plan before the practice contract was approved or the plans were lacking the appropriate practices, dates, signatures and/or resource reviews.
7. Was data entered in the Conservation Application Suite accurately and were any data inaccuracies entered into the Conservation Application Suite corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes but is not limited to inaccuracies that are found through the bi-monthly QA/QC reports: i. BMP data entry: entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s); and ii. BMP payment status: approvals, cancellations, carryovers, complete not-paid; and participant funding request.	Data entered into the Conservation Application Suite was consistently accurate and all corrections were made within 30 days.	Data entered into the Conservation Application Suite was usually accurate but a few corrections took longer than 30 days to address.	Data entered into the Conservation Application Suite was routinely inaccurate and multiple corrections were not addressed within 30 days.

8. Was financial data entered in the Conservation Application Suite accurately and timely and did financial reports reconcile with the data in the Conservation Application Suite? This includes but is not limited to missing data or inaccuracies of financial data status such as: i. Dates payments were made for BMPs to ensure payments are made within 30 days of all necessary documentation being received and certification of appropriate installation or implementation of the BMP; ii. Quarterly reconciliation of QuickBooks account records and Attachment E reports with the Conservation Application Suite; and iii. Submission of complete and accurate End of Year Cash Balance Reports and Carry Over Reports by the end of year reporting deadline.	Financial data was entered into the Conservation Application Suite accurately and timely and reports were submitted by the reporting deadline and were complete and accurate.	Reports were submitted after the reporting deadline but reports and financial data were complete and accurate or reports were submitted by the reporting deadline but reports and financial data were not complete or accurate.	Reports were submitted after the reporting deadline and were incomplete or inaccurate.
9. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant?	All tax credit applications and tax credit procedures were handled appropriately.	A few tax credit applications or procedures were not handled appropriately	Multiple tax credit applications and procedures were not handled appropriately.
10. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)?	All applications were approved by District Board action and were individually documented in minutes.	A few applications were not approved by District Board action or were not individually documented in the minutes.	Multiple applications were not approved by District Board action and were not individually documented in the minutes.
11. Did District staff participate in an annual VACS Program Update and Conservation Application Suite updates training sponsored by the Department?	All of the District technical staff participated in an annual VACS Program Update and Conservation Application Suite updates training.	Some of the District technical staff participated in an annual VACS Program Update and Conservation Application Suite updates training.	No District technical staff participated in an annual VACS Program Update and Conservation Application Suite updates training.

Does the District have documentation to explain any measures in their Grant Agreements that were not fully met? If so, please provide to CDC.