

Board of Directors, Board Packet 2/12/2026



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Attachments:

Treasurer / Finance

- *Monthly Financial Reports (please review for Board approval/acceptance)* pages 32 - 39
- *Audit Items; Exit Notes, Rep. Letter, Draft Audit Report* pages 40 - 53

CTC

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

Legislative

- *VHSCA Agenda* page 54

Personnel

- *Personnel Policy w/ suggested edits (please review for Board approval)* pages 55 - 73
- *Associate Director Policy & Job Description (please review for Board approval)* page 74

Misc/Other.

- *Printer Lease Agreement (please review for Board approval)* pages 75 - 81



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

February 12, 2026

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

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

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

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY26 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

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

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

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

PERSONNEL COMMITTEE RESPONSIBILITIES

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

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
February 12, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Is it spring yet???? I keep hoping the snowcrete that is still covering the landscape will slowly melt and relieve some of our groundwater deficit! Our final baby is on board and the rest of the staff is forging ahead. Congrats to Ben for receiving EJAA - well done! I completed my FOIA training on February 4, and learned (or re-learned) a couple of provisions. In the meantime, a date to look forward to, according to Kendall, is February 22 when the House of Delegates and the State Senate will issue their proposed budget for next fiscal year. In a telecon update last Friday on General Assembly actions to date, Kendall said a number of members have submitted budget amendments to restore and increase VCAP funding; there is strong support for VACS; and a number of other bills regarding data centers are under consideration, along with continued interest in managing utility scale solar installations. There are also several bills of interest regarding controlling invasive species. It is too early to tell what the eventual outcomes will be. I sent emails to Del. Pence and Oates and Sen. French in support of VCAP on behalf of the District. **The Area I Spring Meeting is scheduled for Lexington, VA on March 24. It is important that our District be well-represented and registration deadline is mid-March.**

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the January 2026 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Looking ahead; Committee Chairs please be thinking of any Budget Requests you may have for FY27 and send them to Sarah by April 15.
- Please review the Finance Committee meeting minutes from 1/11/2026, included in the Board packet for Board acceptance.
- Please review the monthly Financial Reports provided in the Board Packet to be filed for audit.
- **MOTION is needed “that the Treasurer’s report/documents be filed for audit”.**

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

- Included in the Board packet is a renewal/upgrade lease for our office printer. The lease proposal is for a Xerox printer to replace our current Konica machine. This change comes at no extra expense and will offer better scan to file/email features which is much used by staff. This Lease will need to be approved by Board Motion.

Request for a Motion: to approve the Lease Agreement with Virginia Business Systems for a Xerox 8235 Copier as presented in the 2/12/2026 Board Packet

Monthly Happenings:

- 1/6 Processed Quarter 2 Attachment E
- Audit preparation for 1/14/2026
 - Our Bi-Annual Audit took place January 14, 2026. Overall, it went very well. Report is included
 - Per Auditor (and Debbie’s) suggestion I have been working on a more streamlined filing system for the BMP files.
- 1/14 Personnel Committee meeting / Mid-year Staff Reviews
 - Personnel Review Prep for 1/14/2026 (Update Staff Documents)
 - Associate Director Policy & Position Description update / rewrite for 1/14/2026
 - Process suggested edits into the Personnel Policy for review at meeting
- 1/13-1/15 ABM Tax Forms and Tax Credit prep. Packets went in the mail on January 15, 2026
- 1/21 1099’s were processed electronically on January 21, 2026.
- 1/21 Processed reimbursement for Basin Award winner expenses.

- 1/23 Our last Funding Request for FY27 has been submitted (City of Winchester) and Budget Hearing presentations are on the calendars.
 - Shenandoah Co 1/23, Clarke Co. 2/19, Warren Co. 2/23
- 1/29 VASWCD Directory updates to Shannon Mitchum
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- 1/8 Finance Committee Meeting
- 1/8 Monthly Board Meeting
- 1/12 SHRM Webinar
- 1/14 Mid-Year Review
- 1/14 Audit
- 1/15 SHRM Webinar
- 1/20 SHRM Webinar
- 1/22 SHRM Webinar
- 1/22 PACE Webinar
- 1/27 SHRM Webinar x 2

Office closings:

- Martin Luther King Jr Day 1/19/2026
- The office was closed due to weather on 1/26 & 1/27/2026
- **UPCOMING Closing**
 - **2/16/2026 President's Day**

**Conservation Programs Manager
Dana Gochenour**

- On Leave

Training

- Tall Fescue Agent Training webinar- 1 DCR Planner CEU
- VFGC Winter Forage Conference webinar- 4 DCR Planner CEU, 2.5 Nutrient Mgmt Planner CEU

Promoting BMPs

- Email communications with a Frederick Co. landowner, following up from our initial visit to her property
- Phone conversations with M. Shirkey regarding their existing SL-6 contract and potential pond changes (Smith Creek, Shenandoah Co.)
- Completed plan map and cost estimate for Franklin SL-6W/SL-7 (Wrights Run, Clarke Co.)
- Phone and email communication with C. Fansler regarding SL-7 (Mill Creek, Shenandoah Co.)
- Met with J. Mongold to collect invoices and NMP for SL-1. Calculated reimbursement and turned folder over to Madison for completion in February (Frederick Co.)
- Updated plan map and cost estimate for Marker SL-6W
- Phone conversation with C. Harbison (DOF) regarding Fansler and Green FR-1 plantings
- Communication with local ag lender regarding approved and potential projects for a Shenandoah Co. participant

Staff Relations

- 1/8- Conservation Technical Committee meeting
- 1/8- Board of Directors meeting

- 1/14- Personnel Reviews
- 1/14- Participated in audit and answered auditor questions as needed
- Continued updating spreadsheet of active and potential projects
- Briefed staff on division of my tasks during upcoming leave
- Turned over cost-share folders to other staff as needed
- Communication regarding Lake Culpeper dam at NOVA 4-H Center
- Prepped other staff for upcoming county budget hearings
- Communication with Millbrook High ag teacher and other staff regarding a potential student job shadow

Also this month: Office closed for snow- 1/26 and 1/27

Senior Conservation Specialist Nick Livesay

Training

- Annual Forage and Grasslands Council – Weyers Cave, VA with staff

Promoting BMPs

- Visit with potential SL-6W (spring) in Frederick County
- Chambers (SL-6W: Swover Creek, Shen. Co.) check delivery and file completion
- Visit with potential SL-6W (Trib. to Jordan Run) in Shenandoah County
- Peace of Heaven Farm (SL-6W: Frederick County) mid-con check with Brian
- Romero (SL-6W: Mulberry Run, Shen. Co.) fence stake with Madison, Olivia, and Brett
- Cover Crop Checks with staff, multiple days in the field
- Correspondence with potential WP-2A (NFSR)
- Westbrook (FR-3: Spring drainage, Clarke Co.) visit with PEC for riparian planting
- Correspondence with possible SL-1 EAN failure
- Sine (SL-6N: Narrow Passage, Shen. Co.) stream crossing survey with Madison and Olivia
- Developed Conservation Plan for conservation easement for landowner in Clarke Co.
- Correspondence with potential SL-6W (Roseville Run, Clarke Co.)
- Visit with potential SL-6W (ponds) in Frederick County with Ben
- Correspondence with potential SL-6W (Meadow Brook) in Frederick County
- Correspondence with potential SL-6W (Cedar Creek) in Frederick County
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Visit for CL-3 responsibility transfer in Warren County with Lisa
- Participated in VCAP TAC zoom call
- Visit with Town of Woodstock to look at potential projects

Other Relations

- Assisted with Financial Audit
- Personnel Review
- CTC / Board Meeting (1/8/2026)

Conservation Specialist Madison Coffey

Training:

- VFGC Winter Conference – 1/30/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Site visit on 1/5/2026 with Olivia, DOF, and PEC for a potential FR-1 in Clarke County.
- P3 signature and SL-1 inspection on 1/7/2026 for multiple projects for Polk (Shenandoah).
- Cover crop checks on 1/7/2026 in Mt. Jackson with Olivia.
- Fence staking on 1/8/2026 with Nick, Brett, and Olivia for Romero (Shen: SL-6W).
- Planting inspection on 1/9/2026 with CBF and DOF for Good (Shen: FR-3).
- Cover crop checks on 1/9/2026 with Brett in Edinburg and Woodstock.
- Cover crop checks on 1/12/2026 in Woodstock. Uploaded photos to the P-drive.
- In-office follow-up visit on 1/12/2026 with Brett for a potential WP-2W project in Warren County. Updated plan map and cost estimates and provided to the landowner.
- Cover crop checks on 1/13/2026 in New Market, Quicksburg, and Mt. Jackson. Uploaded photos to the P-drive.
- Initial site visit on 1/13/2026 with Ben for a potential SL-6W in Shenandoah County.
- P3 signature and check delivery on 1/14/2026 for Good (Shen: FR-3).
- Mid-construction inspection with Brett and Olivia on 1/15/2026 for Bowman (Shen: SL-6W).
- Site visit on 1/20/2026 with Ben and DOF for a potential project in Frederick County.
- Stream crossing survey on 1/21/2026 with Brett and Nick for Sine (Shen: SL-6N).
- Initial site visit on 1/21/2026 with Olivia and DOF for a potential FR-1 in Frederick County. Worked with Olivia to enter the contract information into CAS and complete the Conservation Plan.

Other Activities:

- CTC Agenda Prep – 1/6/2026
- CTC Meeting – 1/8/2026
- Board Meeting– 1/8/2026
- Personnel Reviews – 1/14/2026
- Conservation Planner Recertification – 1/15/2026

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

- 1/30/2026 – Virginia Forage and Grassland Council Winter Forage Conference

Promoting BMPs:

- Several days of cover crop checks with different staff all over the district
- Grazing Plan creation for SL-7 – Clarke County
- Check drop off for completed SL-6W and discussion about possible future projects – Shenandoah County
- Initial visit with Madison for possible SL-6W – Shenandoah County
- Mid-Construction check with Madison for approved SL-6W/SL-7 – Clarke County
- Initial visit with Madison for possible FR-1, FR-3 and SL-6W – Frederick County
- Reimbursement breakdown for completed WP-4LL – Shenandoah County
- Animal waste sizing with Nick for possible WP-4LL – Shenandoah County
- As-Built with DCR engineering Technical for completed WP-4LL – Shenandoah County
- Follow up visit for possible SL-6W – Clarke County
- Initial visit with Nick for possible SL-6W – Frederick County

Other Activities:

- 1/8/2026 – CTC Meeting
- 1/8/2026 – Board Meeting
- 1/14/2026 – Personnel Reviews
- 1/21/2026 – Took Dodge to fix tire

**Conservation Specialist
Brett Ramer**

Training

- Conservation Plan Process training w/Madison and Olivia
- Virginia Agriculture BMP and Cost Share Program Webinar – Virtual – 1/29/2026
- VFGC Winter Forage Conference – 1/30/2026

Promoting BMP's

- Prepare driving route for cover crop checks
- Cover crop checks in Clarke County with Ben
- Fence stake-out w/Nick, Madison, and Olivia
- FR-3 Inspection w/Madison in Shenandoah County
- Shenandoah County Cover Crop Checks
- Meeting with Bruce Colton & Madison (SL-6W)
- Construction check at Bowman's w/Madison and Olivia
- Stream Crossing Survey w/Nick, Madison

Other Activities

- CTC and Board Meeting - 1/8/2026
- Personnel Review with District Board – 1/14/2026
- Set up ArcGIS Pro on computer
- Correspondence with the Virginia Chapter of the Soil and Water Conservation Society (SWCS)
- Coursework for SWCS Emerging Leaders Program
- Verifying Cover Crop NMP's

**Conservation Specialist
Olivia Donachie**

Training:

- Conservation Planner Certification Trainings:
 - DCR Nutrient Management Soil Science, Soil Fertility and Crop Production School
 - Virginia Agricultural BMP and Cost Share Program
- Tall Fescue Agent Training – Alliance for Grassland Renewal
- Winter Forage Conference – VFGC
- Still no access to AgLearn

Promoting BMPs:

- Cover crop checks, entering into Tracking and checking on NMP status's
- Site visit for an FR-1 in Clarke County **1/5**
- Fence staking for SL-6W in Shenandoah County **1/8**
- Initial site visit for a FR-1 in Frederick County **1/21**
- Got acquainted with Arc Pro and started making maps for projects
- Entered contracts and conservation plans into Tracking for FR-1's

Other Activities:

- CTC/Board Meeting **1/8**
- Personnel Reviews **1/14**
- Sat in on Madison's Conservation Planner Recertification with Vanessa at DCR **1/15**
- Got Arc License for map making! **1/16**

Program Support Specialist
Lisa Parks

Promoting BMPs

- Processed the 13 new BMPs approved at the January board meeting and mailed Part IIs to participants for signature.
- Visited multiple producers' cover crop fields, took pictures, and filed as proof of verification.
- Processed environmental site resource concerns for 4 BMPs that are in-progress.

VCAP

- Reviewed design portion of application package for rainwater harvesting project in Frederick County.
- Initial site visit for impermeable pavement removal project in Winchester City - 1/6/2026
- Visited Warren County active VCAP contract site and transferred ownership to new property owner - 1/20/2026
- Submitted VCAP Application packet for a Frederick County conservation landscaping participant to State Steering Committee, made the state team's suggested updates, and the project was approved for funding by the state on 1/30/2026.

Other Activities:

- Setup demo of web based (software as a service) AutoCAD Editor and Viewer for conservation specialists and distributed login instructions for testing - 1/2/2026
- Attended Virginia Forage and Grassland Council Annual Conference Training Session - 1/30/2026
- Attended LFSWCD Technical Meeting - 1/8/2026
- Attended LFSWCD Board Meeting - 1/8/2026

Education & Conservation Specialist
Allyson Ponn

- *On Leave*

Upcoming Events:

- 3/25 LFSWCD Envirothon @ Museum of Shenandoah Valley

Conservation Technical Committee
Mary Gessner

- The CTC will meet prior to the Board meeting on 2/12/202 @ 9:00am in the Community Center Room.
- CTC Motions will be presented/reviewed during the Board meeting.

Motions: will be made for necessary items.

Dam Safety & Conservation Easements
Jim Fagan

- No new items.

Education & Information
Joan Comanor

- The notices are released for YCC Camp applications and for the VASWCD scholarships. Our District typically funds 1 camper and up to 2 scholarships depending on interest and quality of applications. I can't wait for Allyson's return!

Legislative Committee
Paul Burkholder

- Attended the Virginia Soil Health Coalition Quarterly Meeting January 30th, 2026. The agenda is included in the Board packet.

Personnel**Joan Comanor**

- We met on January 14 (see attached minutes) and had a very productive day. We reviewed the Personnel Policy and *are recommending Board approval of the attached* tweaks (mostly updating job titles and a clarification of leave payout if a staff member resigns). Staff midyear progress is right on track and we totally appreciate the level of staff support and backup during our extended baby leave period.

Operations**Justin Mackay-Smith**

- No new items.

Northern Shenandoah Valley Regional Commission**Mary Gessner**

- No new activity to report.

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

- Nothing to report.

Shenandoah Pure Water Forum**Jack Owens**

- No written report.

Natural Resources Conservation Service (NRCS)**Brent Barriteau**

- No written report submitted.

Department of Conservation & Recreation (DCR)**Debbie Cross****ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **Next date for Disbursement letters:** Pull obligations 2/1, letters transmitted to SWCDs 2/12.
- **Update Associate Director Job Description and review/create Associate Director Guidelines** Please put this on your “To Do” list for FY26 3rd quarter and provide a copy to me upon board approval.

Grant Agreement Reminders:

- **Review of the Desktop Procedures for District Fiscal Operations** must be annually reviewed by the District Board, or their Finance Committee and the review documented in official minutes.
- **Host at least one agricultural community outreach event** during the year that met the following
 - Was marketed through at least one venue that was 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.
- **Complete Board & Committee Meeting Minutes:** Per the *FY26 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC CDCs are required to maintain copies of the complete meeting minutes (regular, special-called, and committee). Please make sure to email me approved, signed minutes each month, as they become available or include them in the following month’s board meeting packet.

AG & COST SHARE ITEMS:

- **Mid-Year Reviews of Conservation Plans-** DCR’s Conservation Planning staff conducted mid-year reviews of a sampling of conservation plans in the CAS planning module. Mid-year review recommendations were emailed to staff to help with improving performance before the next Assessment in July. If you have questions about these reviews or conservation planning in general contact Vanessa Lewis at vanessa.lewis@dcr.virginia.gov or Carl Thiel-Goin at carl.thiel-goin@dcr.virginia.gov

Please review the blue i (info) bubbles in the CAS CP module on the details page of Conservation Plans

Objectives:  related to Objectives, Description of Operation, and Assessment Summary sections for details on what should be included in those sections.

- **Conservation Planning Grant Deliverables Help Session** February 12th 9am-11am, [Conservation Planning Grant Deliverables Help Session | Meeting-Join | Microsoft Teams](#), for the purpose of reviewing the conservation planning grant deliverable requirements and answering your questions related to the process and improvements highlighted in your mid-year reviews. **If you have any questions related to the midyear reviews, the process, or related needs you can share them with Carl and Vanessa by February 10th to kick off the conversation.** If you have a plan you would like to screen share, let Vanessa know and they can work through it on the 12th.
- **Follow-up to Random and End of Lifespan Verifications:** Please continue to work with participants who have BMPs with maintenance needs or repayment needs. Remember to update the Verification Module as repairs are completed or repayments are received. The expectation is that these issues are to be resolved within 180 days of the initial inspection when the issue is discovered.

VACS Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued: This is the annual reminder that many VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to the BMP Table Pages 1-4 of the *PY26 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last-minute requests. Another option is to refer producers to DCR's Direct Pay Program that pays private plan writers to provide plans. DCR created an NMP Information Sheet for districts to use. It can be downloaded from DCR's website: <https://www.dcr.virginia.gov/soil-and-water/document/VACS-NutMgmt-FILLABLE-flyer.pdf>

New DEQ Ag Loan Program Contact replaces Lars Bolton. **Megan K. O’Gorek**, AgBMP Project Officer/Project Manager, Clean Water Financing and Assistance Program, [Virginia Department of Environmental Quality](#), 4411 Early Road, Harrisonburg, VA 22801 Phone: (540) 217-7155 Megan.OGorek@deq.virginia.gov. If Phil Davis was your contact before, he remains your district's contact.

DCR and SNR Appointments

- **Nikki Rovner, DCR Director.** Ms. Rovner previously worked as associate state director for The Nature Conservancy.
- **Sarah Spota, DCR Deputy Director**
- **Adrienne Kotula, Deputy Secretary of Natural and Historic Resources.** Adrienne was Chesapeake Bay Commission Virginia Director for the past 8 years and early in her career was a DCR Principal Planner.

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

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. **The training can be accessed at <https://ethicswebinar.dls.virginia.gov>** Each module is specific to your role so **select “Local elected officials or EDAs/IDAs”** to complete the correct training. Please remember there is **no completion certificate** for this training, so my suggestion is to **take a screenshot of your completion message**. Let both your SWCD administrative staff and your local jurisdiction's clerk know your completion date.
- **NEW Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. VA FOIA Council Training link: <https://foiacouncil.dls.virginia.gov/training.htm> **Local Officials Course** - This course is designed for local officials (including SWCD Directors) **Local Officials Webinar Training at 10:00 am on February 4; March 4; April 8; and May 13** **Please use this link to register for the [Local Elected Officials Training Course](https://event.webinarjam.com/r416v/register/oxo64aw0).** <https://event.webinarjam.com/r416v/register/oxo64aw0>

UPCOMING DATES TO REMEMBER:

Feb 12: **Conservation Planning Grant Deliverables Help Session** 9am-11am, [Conservation Planning Grant Deliverables Help Session | Meeting-Join | Microsoft Teams](#)

Feb 16: State Offices closed President's Day

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

Feb 18: VA General Assembly Crossover

Mar 14: VA General Assembly Adjourns

Mar 24: Area I Spring Meeting, VA Horse Center, Lexington, Natural Bridge SWCD hosting

March: VA Soil & Water Conservation Board Meeting (TBD)

April 15: Area II Spring Meeting, Oatlands, Leesburg, Loudoun SWCD hosting

Apr 15: FY26 3rd Quarterly Reports, Att E & related Financial reports due to DCR

April 22: Veto Session of the VA General Assembly

April 23: Area II Envirothon, **Graves Mountain Lodge, Culpeper & Thomas Jefferson SWCDs co-hosting**

April 28: Area I Envirothon **at Grand Caverns.**

April 30: BMP approvals must be in CAS by COB for disbursement in May

April: VA Soil & Water Conservation Board Meeting (TBD)

May: VA Soil & Water Conservation Board Meeting (TBD)

May 15: Deadline to request approval from DCR's Sara Bottenfield for carryovers into a 4th program year.

May 30: BMP approvals must be in CAS by COB for disbursement in June

June 15: Deadline for obligating PY26 cost share funds

Mark your calendars! **DCR Conservation Planner Conservation Planner Certification 2026 In-person training dates** for *initial* conservation planner certification courses.

****April 1-2 Conservation Selling Skills** - Central Virginia Community College, Lynchburg, VA

****May 20 Stream ID Course** – Charlottesville, VA 8am-4:30pm

****Nutrient Management courses** Summer/Winter

****October 7-8 VA Resource Training** – Online Webinars

****RUSLE 2 Part A, B, C** - TBD

****October 14-16 DCR Conservation Planner Course** – In Person Buckingham County

CDC Report sent to districts 1/28/2026.

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)

VRO Ag Program Updates:

1. We continue to do as many farm inspections as we can schedule right now. Strict biosecurity is followed with no more than one on the farm visit in a 72-hour period from December 1st through April of 2026. All other scheduled inspections will be focused on record review.
2. The Valley Regional Office continues to be the administrative office for the DEQ Northern Regional Office AFO permits. We did all on-site inspections last fiscal inspection year and plan to do the same this year.
3. Due to the severe weather our area has experienced, many farm structures have either totally collapsed or had a partial collapse. At last count, there have been at least 20 farm structures impacted due to the snow/ice weight on the roofs with many of them being poultry houses. DEQ is responding to all farmers that have contacted us to help navigate the disposal of all the waste.
4. Cargill is reported to be selling its Valley turkey operation to Pittman Family Farm based in California. Many details have yet to be released such as the sale closure date and possible changes to the current structure of the valley facilities.

MISC.

MINUTES

The January 8, 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
Robert "Bobby" Clark
Paul Burkholder
Reid Hoak
Jack Owens

Associate Directors

Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

Kermit Gaither
Emma Bricker
Mark Huddleston
Ed Pendelton
Jason Bushong
Allyson Ponn

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

- Welcome to the New Year.
- Staff /Baby updates.

MOTION: Board approval of the December 11, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- New Shenandoah County Board of Supervisor Chair is Timothy Taylor, Vice-Chair is Dennis Morris.
- State Budget Highlights
 - \$25 million in funds were cut from Dam rehab.
 - VCAP funding has been removed
 - As a district we need to educate and inform of the importance of the VCAP program to legislators.
 - Debbie added that the Association will seek a representative from the House or Senate to present an amendment to the bill for these items.
- Jim Fagan has been asked if he would be interested in serving on a County Committee. He has made an inquiry with the Ethics Committee to see if there are any issues should he move forward.

Treasurer & Finance Report: Stephanie Shillingburg

- The Finance Committee met today 1/8/2026 at 9:30am prior to the Board of Directors meeting.
 - They reviewed the Qtr. 2 Att E, Purchasing Policy, Credit Card Policy and the Desktop Procedures.

MOTION: to Accept and file for audit the Treasurer’s Report/Documents for December 2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- Touched base on processes for while she is on maternity leave.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted that he has given multiple Soil's lesson to area schools.
- He and Madison explained what the Manning's Equation pertains to in relation to our BMP's.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Has initiated gaining I&E Design / EJAA for stream crossings.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Obtained EJAA / Water System Design approval increase (2" /5000').

- Discussion had on design software. Specifically, if adding CAD software would be beneficial to Technical Staff. We currently make do with / use Adobe.

- the Board requested staff research software options.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Annual Conference participation update.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Annual Conference participation update.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Education and Conservation Specialist, Allyson Ponn:

- In Allyson's absence Nick reminded those in attendance of the Local Envirothon to be held March 25, 2025 at the Museum of the Shenandoah Valley.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion 1:	Motion to recommend the board ratify tax credits approved at the end of the calendar year.					
	CP-13-25-0034	13-25-0093	648550	Shen./Stream Exclusion with Grazing Mgmt	SL-6W	\$ 3,223.25
	CP-13-25-0034	13-25-0093	648554	Shen./Extension of a Grazing Mgmt System	SL-7	\$ 1,610.76
	CP-13-25-0010	13-25-0012	596141	Shen./Stream Exclusion with Grazing Mgmt	SL-6W	\$ 1,782.50
	CP-13-25-0007	13-25-0008	592328	Shen./Stream Exclusion with Grazing Mgmt	SL-6W	\$ 280.73

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 2:	Motion to recommend the board approve cost share for contract 13-26-0098 CCI SL-6W.											
	N/A	13-26-0098	733490	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	111	23.75	N	\$	3,662.50

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 3:	Motion to recommend the board approve cost share for all SL-8B and SL-8M contracts presented on the agenda.											
	N/A	13-26-0051	733922	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	109	24.78	Y	\$	1,268.40
	N/A	13-26-0043	733911	Shenandoah	Small Grain and Mixed Cover C	SL-8M	High	96	20.88	Y	\$	4,288.50

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 4: Motion to recommend the board approve cost share for contract 13-26-0043 NM-6.											
N/A	13-26-0043	733475	Shenandoah	Manure Injection	NM-6	High	71	31.73	N	\$	4,288.50

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 5: Motion to recommend the board approve conservation plan and cost share for contract 13-26-0097 FR-3.											
CP-NRCS	13-26-0097	732912	Frederick	Woodland buffer filter area	FR-3	Medium	111	23.82	Y	\$	6,659.00

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 6: Motion to recommend the board approve cost share for all SL-8H contracts presented on the agenda.											
N/A	13-26-0099	733884	Shenandoah	Harvestable Cover Crop	SL-8H	Low	85	45.94	N	\$	362.20
N/A	13-26-0099	733769	Shenandoah	Harvestable Cover Crop	SL-8H	Low	80	39.51	N	\$	1,130.60
N/A	13-26-0099	733898	Shenandoah	Harvestable Cover Crop	SL-8H	Low	80	45.30	N	\$	454.80
N/A	13-26-0099	733787	Shenandoah	Harvestable Cover Crop	SL-8H	Low	80	46.40	N	\$	346.40
N/A	13-26-0099	733897	Shenandoah	Harvestable Cover Crop	SL-8H	Low	80	47.09	N	\$	260.00
N/A	13-26-0099	733790	Shenandoah	Harvestable Cover Crop	SL-8H	Low	79	47.39	N	\$	139.80
N/A	13-26-0099	733895	Shenandoah	Harvestable Cover Crop	SL-8H	Low	76	47.05	N	\$	191.20

Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 7:	Motion to recommend the board send VCAP contract 13-26-002 CL-3 to the state steering committee.					
	13-26-002	Frederick		CL-3	\$	7,000.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Motion 8:	Motion to recommend the board approve letters verifying NMP and conservation plan for Grand View Dairy Equipment Tax Credit.					

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

Dam Safety & Conservation Easements - Jim Fagan

- There will be a Desktop Exercise in April 2026 w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - If you are interested in being included on the informational emails contact Jill Jefferson at the Town of Woodstock.
- Dana received and update from Shen Valley Conservancy (SVC) on the inspections of our co-held easements. There were no issues found.

Education & Information – Joan Comanor

- No new items.

Legislative – Paul Burkholder

- Has spoken with all of our representing State Delegates and Senator French to wish them well in the upcoming assembly and to answer any questions they may have for/about the District and its programs.

Personnel – Joan Comanor

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

Operations – Justin Mackay-Smith

- Committee Chairs be looking ahead to the review of the Annual Plan of Work and Strategic Plan which will take place in the upcoming months.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Highlighted the newly launched Septic Pump-Out Program

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No new items to report. – There are no meetings taking place currently.

Shenandoah Pure Water Forum – Jack Owens

- No new items to report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance
- State mileage rate increased to \$0.725 as of 1/1/2026

Virginia Cooperative Extension: Robert “Bobby” Clark

- Bobby gave an update on related items.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

- Group discussion on drought.
- Group discussion on possible or happening effects to Cover Crops due to drought conditions.

Adjournment:

MOTION: to Adjourn. Motion made by Robert Clark, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

The meeting adjourned at approximately 11:40am.

Respectfully submitted,
Sarah R. Fleming,
Board Secretary

Approved by the Board through motion on:

January 8, 2026

LFSWCD Finance Committee Meeting Minutes

Attending: Stephanie Shillingburg, Joan Comanor, Jack Owens, Sarah Fleming

Absent: Madison Coffey, attending CTC meeting

Meeting was called to order at 9:00am.

Stephanie presented salary information to the committee. Salary budget and reserves were discussed; in the event the personnel committee has any questions with the upcoming reviews. This conversation was held without Sarah being present.

Attachment E was reviewed and an explanation of the reserves was given by Sarah and Stephanie.

Jack asked a question with regard to the Grants we have listed on Attachment E. When looking at the two listed, Sarah will check with Debbie to see if there is a way to determine where these funds can be used as they have been sitting in the account for a while.

The Credit Card policy was presented with the addition of the new card, Joan made motion to approve, seconded by Jack and approved by all.

The purchasing policy had been emailed out to review; there were no noted changes to be made. Joan motioned approval, seconded by Jack, approved by all present.

The Desktop Procedures was also emailed out prior to the meeting for review, no discussion regarding any concerns. Joan made a motion to approve review, Jack seconded, passed by all present.

Joan asked if audit information was ready to which Sarah commented 90% and that she would be available on the 14th when the auditor was on site.

There was a general discussion held with regards to the local requests for funds and what information is available to share with each respective area.

With no further business the meeting was adjourned at 9:40.

Attachments:

Attachment E

Purchasing Policy

Credit Card Policy

Link to Desktop Policy

<https://lfsxcd.sharepoint.com/sites/LordFairfaxSoilWaterConservationDistrict/Shared%20Documents/Public/Desktop%20Procedures%20for%20District%20Fiscal%20Operations/FINAL%20Desktop%20Procedures%20Guide%202024.pdf>

Respectfully Submitted,

Stephanie Shillingburg

Stephanie Shillingburg

Finance Committee Chair

Attachment E
*******OFFICIAL FISCAL YEAR 2026 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: LORD FAIRFAX SWCD	Agreement Number: 503OPS-26-21-GF
Contact: Sarah R. Fleming, Administrative Manager	Phone Number: 540-465-2424 ext. 101
Address: 722-B Eat Queen Street Strasburg, VA 22657	
Reporting Quarter Dates: 10/1/2025 thru 12/31/2025	
(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. Thanks!**

	Beginning Balance *	Transfers In/Out (Must = 0)	Adjusted Beginning Balance (+/- (2))	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
	(1)	(2)	(3)	(4)	(5)	(6)
State Sources						
FY 26 VNRCF TA	\$344,934.25		\$344,934.25	\$185,268.94		\$530,203.19
FY 25 VNRCF TA	\$267,543.84		\$267,543.84		(\$141,881.14)	\$125,662.70
0	\$0.00		\$0.00			\$0.00
2026 CB VACS Trans.(24)	\$7,177.50		\$7,177.50			\$7,177.50
2026 CB VACS	\$1,398,614.24		\$1,398,614.24	\$1,513,412.46	(\$105,746.50)	\$2,806,280.20
2025 CB VACS	\$5,019,749.43		\$5,019,749.43		(\$1,154,850.37)	\$3,864,899.06
2024 CB VACS	\$2,189,552.51		\$2,189,552.51		(\$138,019.23)	\$2,051,533.28
2023 CB VACS Trans.(22)	\$71,382.23		\$71,382.23			\$71,382.23
2023 CB VACS	\$406,260.00		\$406,260.00		(\$96,395.36)	\$309,864.64
2022 CB VACS	\$164,749.88		\$164,749.88			\$164,749.88
0	\$0.00		\$0.00			\$0.00
Dam Safety	\$10,803.10		\$10,803.10			\$10,803.10
DCR Operating Funds	\$559,843.48		\$559,843.48		(\$40,906.75)	\$518,936.73
EOL Verification Earnings	\$42,418.42		\$42,418.42	\$11,000.00		\$53,418.42
0	\$0.00		\$0.00			\$0.00
Dedicated Reserves	\$1,530,000.00		\$1,530,000.00			\$1,530,000.00
0	\$0.00		\$0.00			\$0.00
CB RMP TA	\$1,872.00		\$1,872.00			\$1,872.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
Total State Sources	\$12,014,900.88	\$0.00	\$12,014,900.88	\$1,709,681.40	(\$1,677,799.35)	\$12,046,782.93
Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
Total Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
Dedicated Reserves: Dam	\$75,000.00		\$75,000.00			\$75,000.00
Dedicated Reserves: Other	\$355,000.00		\$355,000.00			\$355,000.00
0	\$0.00		\$0.00			\$0.00
Envirothon Receipts	\$400.00		\$400.00			\$400.00
Envirothon Grant	\$1,604.15		\$1,604.15			\$1,604.15
Community Garden/Harvest Festival	\$4,833.02		\$4,833.02		(\$42.10)	\$4,790.92
Sales/Service	\$2,063.70		\$2,063.70			\$2,063.70
Other Income	\$3,408.26		\$3,408.26	\$400.00		\$3,808.26
Interest	\$81,601.07		\$81,601.07	\$30,443.47		\$112,044.54
Local Gov't Funds	\$116,324.02		\$116,324.02	\$15,420.75	(\$23,487.74)	\$108,257.03
Grants	\$1,358.94		\$1,358.94			\$1,358.94
0	\$0.00		\$0.00			\$0.00
VCAP	\$0.00		\$0.00	\$5,283.00	(\$5,283.00)	\$0.00
VCAP TA	\$1,200.00		\$1,200.00	\$1,200.00		\$2,400.00
0	\$0.00		\$0.00			\$0.00
Total Local/Other Sources	\$642,793.16	\$0.00	\$642,793.16	\$52,747.22	(\$28,812.84)	\$666,727.54
TOTAL (All Sources)	\$12,657,694.04	\$0.00	\$12,657,694.04	\$1,762,428.62	(\$1,706,612.19)	\$12,713,510.47

* - 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: Sarah R. Fleming			1/6/2026
Print Name	Signature	Date	
**Approved by: Stephanie Shillingburg			1/8/2026
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.

LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT

PURCHASING POLICY January 7, 2021

These guidelines set forth the District's policy for competitive procurement, based upon the dollar amount of the anticipated purchase. Ordinarily the lowest cost quotation will be accepted. If other considerations result in the acceptance of a bid or price that is not the lowest, the reason for that acceptance shall be memorialized and maintained with the procurement documents. Notwithstanding the following guidelines, the District Board may approve any procurement permitted by Section 2.2-4303 of the Virginia Code.

BUDGET AUTHORITY:

Before any purchase of goods or services is initiated, the item being procured must have been contemplated and included in the District's annual budget. Additionally, sufficient funds must remain in the particular budget category to make this purchase. If either of these criteria is not met, the Board must first amend its annual budget and authorize the purchase. Staff requesting purchases shall advise the Treasurer of the budget line to be debited and the funds available in that budget line.

INVENTORY:

Any item with a useful life greater than one year or with a value of greater than \$500 will be carried and annually accounted for on District inventory.

PURCHASING AUTHORITY

Purchases less than \$500 – District officers* authorize procurement of goods and services using sound business practices and will endeavor to obtain the best product available for the lowest cost. While no formal bid or quotation process is required, quotations may be obtained if District officers deem it to be in the District's best interest.

*District officers includes staff and Board members of LFSWCD

Purchases from \$500 to \$1,000 – quotations should be obtained where practicable, from at least three vendors. These quotations may either be in writing, by telephone, or by printout of dollar amounts from online sources. In either case, all quotations shall be memorialized and maintained on file for subsequent review and inspection. Prior to purchase the Finance Committee shall authorize such purchases.

Purchases greater than \$1,000 and less than \$30,000 – written quotations, sealed bids, or printout from online sources shall be obtained for these purchases. These quotations or bids shall be reviewed by the board or a committee of the board. The decision to purchase shall be made by resolution of the board of directors

Purchases of less than \$30,000 made without competitive bidding -- these purchases may be made by the board of directors, but only upon a finding set forth in the resolution approving the purchase. , The finding shall state the reasons that competitive bidding was not used and the circumstances that justify this method of procurement.

Purchases of \$30,000 or more -- these purchases may only be approved by the board, and must be in full compliance with section 2.2 4303 G of the Virginia Code.

Disposal of District property District property carried in inventory may be removed from inventory only by recorded motion declaring the item lost, worn out, or surplus. Surplus items shall be disposed of as follows:

- *Trade-in on a replacement.*
- *Advertisement for sale (observing the dollar categories for purchasing).*
- *Advertised public auction.*
- *Donation to a non-profit organization.*
- *Any other method specified by the Board.*

VEHICLE CREDIT CARD POLICY AND PROCEDURES

- The vehicle credit card shall be for District vehicle related expenses only. Those expenses may include, but not be limited to: gas, cleaning, repairs, and maintenance.
- Credit card shall be kept with the key to the district vehicle, and both shall be returned to their place after using the vehicle.
- The district credit card reserved for vehicle use shall not be used for any personal expenses on the part of the employees, directors, or associate directors (with or without the intention of reimbursing the district). Any violation shall be referred to the personnel committee and an appropriate action taken.
- All receipts must be given to the district Administrative Specialist in a timely manner with the odometer reading and initials of employee, director, or associate director written on the receipt. Failure to do so may result in employee or director being responsible for disputed charges.

Lord Fairfax Soil and Water Conservation District Credit Card Policy

The Lord Fairfax Soil and Water Conservation District (LFSWCD) has obtained three (5) credit cards through First Bank, Strasburg, VA – payable to CARD SERVICES, Kansas City, MO. The purpose of these cards is for authorized LFSWCD users to make necessary purchases associated with carrying out LFSWCD programs and office operations. The purpose of this amendment to the LFSWCD Credit Card Policy is to ensure that all authorized users understand the procedures and responsibilities associated with the assigned credit card.

Policies and Procedures

Use of the credit card must be controlled and limited to business use only. The credit card shall not be used for any personal expenses on the part of employees, directors, or associate directors, with or without the intention of reimbursing the LFSWCD. Any violation shall be referred to the LFSWCD Personnel Committee and/or the LFSWCD Finance Committee for appropriate action.

- The maximum limit for the five credit cards is cumulative and will not exceed \$10,000.00.
- It is not the intent of this policy that the credit card displaces the normal procurement process.
- All purchases shall be consistent with LFSWCD’s current Purchasing Policy and with the approved fiscal year LFSWCD Budget.
- Debit use of the card is not allowed.
- Cash advances are not allowed on credit cards.
- Individual employees will be issued a business credit card on an “as needed” basis and will be responsible for said credit card.
- The following purchases may be made with the credit card, taking into consideration the current Purchasing Policy and approved LFSWCD Budget:
 - Educational Program Supplies
 - Gas and Routine Vehicle Maintenance
 - General Operating Expenses
 - Lodging
 - Meals (excluding alcohol)
 - Office Equipment and Repairs
 - Transportation
 - Postage

Other purchases must be approved by the LFSWCD Treasurer or a voting member of the Board of Directors.

Employee Initials: _____ *Date:* _____

- It is the responsibility of the individual user to obtain transaction receipts each time the card is used. All receipts must be submitted to the Administrative Assistant in a timely manner. Either the signature or initials of the employee must be written on the receipt. Failure to do so may result in the employee being responsible for disputed charges.
- Should a receipt be lost, the individual making the purchase should immediately attempt to acquire a second receipt from the merchant. If a second receipt is not available, the individual must provide a signed affidavit indicating the date and approximate time of purchase, name of merchant, and the amount of the charge. The Treasurer and/or Finance Committee must determine if the individual is personally responsible for the associated charges, or if LFSWCD will authorize payment.
- When using the credit card for Internet purchases, individual users should ensure that the site utilizes industry recognized encryption transmission tools.
- When the credit card statement is received, the Administrative Assistant shall check each charge against the receipt and code each purchase according to the QuickBooks Chart of Accounts. The Treasurer or a LFSWCD Director shall also review and initial each credit card statement, with receipts attached. Payment of the balance of the credit card shall be made by the due date, in order to avoid unnecessary finance charges or late payment fees. A copy of the statement shall be included with the monthly Treasurer's Report submitted to the Board of Directors.
- The cardholder (LFSWCD) shall sign the card(s) immediately upon receipt. If a card is lost, damaged, stolen, or misplaced, the employee assigned the card and the cardholder shall notify the credit card company immediately. The Administrative Assistant and the Treasurer shall be notified immediately of the situation.

Credit Card Violations

Credit card violations include, but are not limited to:

- Purchase of items for personal use.
- Failure to submit receipts or other back-up documentation to the LFSWCD Administrative Assistant in a timely manner for the purpose of establishing accountable reconciliation procedures.
- Failure to return the card when an employee is reassigned, terminated, or upon request.

Unauthorized use of the credit card is a violation of the LFSWCD Personnel Policy and may result in either one or more of the following actions: written warning; revocation of credit card privileges; cancellation of purchasing authority; disciplinary action; and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation. The Personnel Committee and/or Finance Committee will be responsible for investigating unauthorized use of the credit card.

Employee Initials: _____ *Date:* _____

Authorized credit card users must sign an agreement indicating acceptance of all the conditions of use of the credit card, as stated in this document, including possible penalties for unauthorized use.

Authorized User and Title:

Employee/Title

Credit Card Authorized User Agreement

I, _____, have read, understand, and accept all terms and conditions of use of the LFSWCD credit card as stated in the LFSWCD Credit Card Policy.

Signature

Date

LFSWCD PERSONNEL COMMITTEE MEETING MINUTES
January 14, 2026 at Office

Members Present: Joan Comanor, Mary Gessner, Stephanie Shillingburg
Absent: Mark Huddleston
Staff Advisor: DanaGochenour

The meeting convened at 8:30 am with the purpose being to reviewing proposed updates to the Associate Director Policy and the Personnel Policy for submission to the Board for approval. The draft Associate Director Policy and implementing documents and the Personnel Policy updates were recommended for approval by the Board at the next board meeting (motion by Stephanie, seconded by Mary, unanimous). Sarah had the lead on drafting the Associate Director Policy updates and the Committee complimented her on the thorough work she had done.

Following that discussion, the Committee conducted mid year performance reviews of each of the District staff. For the purpose of the personnel reviews, the Committee entered close session (motion made by Stephanie, seconded by Mary, approved unanimously) for the Personnel Committee members, including the staff advisor, to enter closed session in accordance with the Virginia Freedom of Information Act code section 2.2-3711(1) to conduct the midyear performance reviews with staff. The closed session began at 8:45 am. Once the interviews and related discussion were completed at 2:15 pm, motion was made by Mary, seconded by Stephanie, approved unanimously, pursuant to the Code of Virginia section 2.2-3712(D) to certify that only matters lawfully exempted and as identified in the motion by which the closed meeting was convened were discussed by the Personnel Committee during the closed meeting.

In sum, the Committee found that all staff are making good progress on their individual development plans, are working well together and helping the 3 relatively new staff get up to speed. Staff are also helping as 3 of the staff are on maternity or baby bonding leave. We did find the need to update all position descriptions to include the physical work conditions for each job. Sarah will take the lead on developing that information and have the updates completed by June. Minor updates are needed for Ben and Madison position descriptions to reflect the job title change for their supervisor. Madison will also look into applying for the Shenandoah County C of C Leadership Institute which will start a new cohort this spring. Ally is considering a major update of her position description to better reflect all her current duties. We also agreed that she would do only 2 newsletters each year and analyze the distribution list to make sure we are reaching our target audiences. Dana updated the Committee on provisions she has made to backstop her when she goes on maternity leave at the end of January, particularly staff support for local budget hearings, and alternate contact point lead in her absence. Nick will oversee timesheets and manage leave schedules.

The meeting adjourned at 2:25 pm (motion by Stephanie, seconded by Mary, passed unanimously).

Respectfully submitted,



**Joan M Comanor,
Committee Chairwoman**

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

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

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

* tentative dates

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

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

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

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

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

	Jul '25 - Jan 26	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	530,203.19	560,000.00	94.7%
Total Income Designated Receipts	615,984.09	569,000.00	108.3%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	6,641.50	13,283.00	50.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	12,100.00	0.00	100.0%
Total County/City Contributions	63,591.50	58,133.00	109.4%
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	11,000.00		
Interest Income	69,503.44	12,000.00	579.2%
Other Income			
Donations	400.00	400.00	100.0%
Total Other Income	400.00	400.00	100.0%
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
Total VCAP	14,683.00		
Total Undesignated Receipts	365,769.44	483,716.00	75.6%
Total Income	981,753.53	1,052,716.00	93.3%
Gross Profit	981,753.53	1,052,716.00	93.3%
Expense			
Awards Banquet	3,126.72	3,000.00	104.2%
Community Garden/Harvest Fest.	42.10	1,000.00	4.2%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses			
Dues	4,183.02	15,000.00	27.9%
Nat. Assoc. of Cons. Districts	775.00		
VACDE	25.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,392.00	5,000.00	87.8%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon	0.00	1,000.00	0.0%
Outreach Event(s)	59.32	1,000.00	5.9%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
Total Scholarships	0.00	2,000.00	0.0%
Total Ed & Info / Public Outreach	59.32	4,800.00	1.2%
Insurance	1,308.00	2,000.00	65.4%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2025 through January 2026

	<u>Jul '25 - Jan 26</u>	<u>Budget</u>	<u>% of Budget</u>
Office Expenses			
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	3,584.74	10,000.00	35.8%
Office Equipment	7,423.30	10,000.00	74.2%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,448.00	5,000.00	49.0%
Office Supplies	2,600.76	5,500.00	47.3%
Postage	707.48	1,250.00	56.6%
Telephone/Internet	2,967.69	6,500.00	45.7%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	19,767.97	52,750.00	37.5%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	1,909.70	2,400.00	79.6%
Staff Mileage/Training	4,460.56	7,500.00	59.5%
Staff Salaries & Benefits	362,422.35	790,350.00	45.9%
Total Personnel/Staff Expenses	368,792.61	803,850.00	45.9%
Vehicle Gas & Service	2,209.83	7,000.00	31.6%
Total District Regular Expenses	400,712.75	890,400.00	45.0%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	416,164.57	900,400.00	46.2%
Net Ordinary Income	565,588.96	152,316.00	371.3%
Net Income	565,588.96	152,316.00	371.3%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of January 31, 2026

02/02/26

Cash Basis

	Jan 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	492,785.75
EOL Varification Earnings	53,418.42
Other Income	
Refunds	1,808.26
Donations	2,000.00
Total Other Income	3,808.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	10,803.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
Total Community Garden/Harvest Fest.	4,790.92
Total Special Projects	4,790.92
Sales/Services	2,063.70
Interest	121,759.46
Local Gov't Funds	96,869.29
Total Operations	790,175.05
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	499,672.53
Total VNRCF TA	499,672.53
VCAP TA	2,400.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS Transfer (24)	7,177.50
2026 CB VACS	2,834,648.40
2025 CB VACS	3,856,579.06
2024 CB VACS	2,051,533.28
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	309,864.64
2022 CB VACS	164,749.88
Total WQIA	9,295,934.99
Total Cost Share Funds	9,295,934.99
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of January 31, 2026

02/02/26

Cash Basis

	<u>Jan 31, 26</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>9,799,366.46</u>
TOTAL	<u><u>12,549,541.51</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,382,844.22
Cleared Transactions						
Checks and Payments - 11 items						
Check	12/29/2025	5607	Queen Street Diner	X	-285.60	-285.60
Check	12/29/2025	5608	Olivia Donachie	X	-260.40	-546.00
Check	12/29/2025	5609	Brett Ramer	X	-260.40	-806.40
Check	12/29/2025	5612	Shentel	X	-200.84	-1,007.24
Check	12/29/2025	5611	Pitney Bowes Globa...	X	-200.46	-1,207.70
Check	12/29/2025	5610	Quill Corporation	X	-69.99	-1,277.69
Check	01/12/2026	5616	Treasurer, Shenand...	X	-189,664.94	-190,942.63
Check	01/12/2026	5617	Card Services	X	-3,455.04	-194,397.67
Check	01/12/2026	5615	Virginia Business Sy...	X	-351.70	-194,749.37
Check	01/12/2026	5614	Queen Street Diner	X	-235.20	-194,984.57
Check	01/12/2026	5613	Stephanie Shillingburg	X	-25.20	-195,009.77
Total Checks and Payments					-195,009.77	-195,009.77
Deposits and Credits - 1 item						
Deposit	01/31/2026			X	9,714.92	9,714.92
Total Deposits and Credits					9,714.92	9,714.92
Total Cleared Transactions					-185,294.85	-185,294.85
Cleared Balance					-185,294.85	3,197,549.37
Register Balance as of 01/31/2026					-185,294.85	3,197,549.37
Ending Balance					-185,294.85	3,197,549.37

9:27 AM

02/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 01/31/2026

	<u>Jan 31, 26</u>
Beginning Balance	3,382,844.22
Cleared Transactions	
Checks and Payments - 11 items	-195,009.77
Deposits and Credits - 1 item	<u>9,714.92</u>
Total Cleared Transactions	<u>-185,294.85</u>
Cleared Balance	<u>3,197,549.37</u>
Register Balance as of 01/31/2026	3,197,549.37
Ending Balance	3,197,549.37

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,376,481.75
Cleared Transactions						
Checks and Payments - 20 items						
Check	12/29/2025	4049	Virginia Resource A...	X	-474,307.65	-474,307.65
Check	12/29/2025	4048	John R. Bowman Irr ...	X	-133,893.29	-608,200.94
Check	12/29/2025	4045	James R. Pangle	X	-82,446.89	-690,647.83
Check	12/29/2025	4051	Audley Farm	X	-42,988.49	-733,636.32
Check	12/29/2025	4041	Paul J Almeter	X	-17,694.00	-751,330.32
Check	12/29/2025	4050	Spring Valley Farms...	X	-13,080.00	-764,410.32
Check	12/29/2025	4042	Kent L. Burch	X	-11,343.75	-775,754.07
Check	12/29/2025	4036	Donald R. Sauer	X	-11,277.50	-787,031.57
Check	12/29/2025	4043	Harry B. Polk, Jr.	X	-11,155.00	-798,186.57
Check	12/29/2025	4046	Philip W. Crisman III	X	-10,581.25	-808,767.82
Check	12/29/2025	4039	Jeffrey F. Bushong	X	-9,733.75	-818,501.57
Check	12/29/2025	4034	John E. Venskoske, ...	X	-9,687.50	-828,189.07
Check	12/29/2025	4035	Vineyard Hill Farm, ...	X	-6,767.50	-834,956.57
Check	12/29/2025	4037	Michele L. Gibson	X	-4,787.50	-839,744.07
Check	12/29/2025	4040	Robert S. Boyd, Jr.	X	-4,650.00	-844,394.07
Check	12/29/2025	4038	Long Branch Histori...	X	-4,062.50	-848,456.57
Check	12/29/2025	4044	David A. Gochenour	X	-4,006.25	-852,462.82
Check	12/31/2025	4052	Virginia Resource A...	X	-132,433.97	-984,896.79
Check	12/31/2025	4053	Chambers Family Vi...	X	-52,140.14	-1,037,036.93
Check	01/12/2026	4054	William S. Good, Jr.	X	-8,320.00	-1,045,356.93
Total Checks and Payments					-1,045,356.93	-1,045,356.93
Deposits and Credits - 1 item						
Deposit	01/31/2026			X	28,368.20	28,368.20
Total Deposits and Credits					28,368.20	28,368.20
Total Cleared Transactions					-1,016,988.73	-1,016,988.73
Cleared Balance					-1,016,988.73	9,359,493.02
Uncleared Transactions						
Checks and Payments - 3 items						
Check	11/13/2025	4027	The Wild Wild West...		-3,600.00	-3,600.00
Check	11/13/2025	4025	Reed J. Shiflett		-1,128.00	-4,728.00
Check	12/29/2025	4047	Peter J. Jordan		-2,772.88	-7,500.88
Total Checks and Payments					-7,500.88	-7,500.88
Total Uncleared Transactions					-7,500.88	-7,500.88
Register Balance as of 01/31/2026					-1,024,489.61	9,351,992.14
Ending Balance					-1,024,489.61	9,351,992.14

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2026

	<u>Jan 31, 26</u>
Beginning Balance	10,376,481.75
Cleared Transactions	
Checks and Payments - 20 items	-1,045,356.93
Deposits and Credits - 1 item	28,368.20
	<u>-1,016,988.73</u>
Total Cleared Transactions	<u>-1,016,988.73</u>
Cleared Balance	<u>9,359,493.02</u>
Uncleared Transactions	
Checks and Payments - 3 items	-7,500.88
	<u>-7,500.88</u>
Total Uncleared Transactions	<u>-7,500.88</u>
Register Balance as of 01/31/2026	<u>9,351,992.14</u>
Ending Balance	<u>9,351,992.14</u>

**Lord Fairfax Soil & Water Conservation District
Management Letter Comments
Two Years Ended June 30, 2025**

Above discussed at audit exit conference with:

- Sarah Fleming, Administrative Manager
- Joan Comanor, Board Chair (by phone)
- Stephanie Shillingburg, Board Treasurer (by phone)
- Debbie Cross, CDC (by phone)
- Janina Paule, RFC
- Aaron Hawkins, RFC

We noted that the ending balances on the Attachment E's agree to the total cash in QuickBooks. However, the revenues and expenses have a variance because of amounts being posted to QuickBooks as a negative revenues, but scheduled on the Attachment E as expenditures. We recommend that they be treated the same on the Attachment E and in QuickBooks, so the that total revenues and expenses agree.

During our test of cost shares, we noted one practice where it was unclear if the farmer was a contractor or not and turned in a computer sheet "invoice" for a self-installed practice. We recommend that the BMP cost share manual is followed and that self-installed practices turn in all receipts associated with a project.

During our test of cost shares, we were unable to locate an updated Part II Form for a practice, though the Board did approve the \$55,188.36 increase via email and Board minutes. We recommend that new Part II Forms are printed, signed, and retained whenever a change in cost occurs for a practice.

During our test of disbursements, we noted check number 5446 for the purchase of a vehicle did not have visible approval initials on the invoice. The purchase of the vehicle was approved by the Board. We recommend that the Desktop Guide be followed and all invoices be dual-approved before payment is made.

Verbal Only:

During our test of cost shares, we noted two instances of self-installed practices being supported by computer sheet "invoices." We recommend that if a participant is a contractor, that they provide an actual, branded invoice to support their practice costs.

January 14, 2026

Robinson, Farmer, Cox Associates
P.O Box 6580
Charlottesville, VA 22906

Ladies and Gentlemen:

This representation letter is provided in connection with your audit of the cash basis financial statements of the Lord Fairfax Soil and Water Conservation District as of June 30, 2025 and for the two years then ended, and the disclosure (collectively, the “financial statements”), for the purpose of expressing an opinion as to whether the cash basis financial statements are presented fairly, in all material respects, in accordance with the cash basis of accounting.

We confirm, to the best of our knowledge and belief, as of January 14, 2026, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter with the Department of Conservation and Recreation, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for the preparation of the supplementary information in accordance with the applicable criteria.
2. The cash basis financial statements referred to above are fairly presented in conformity with cash basis of accounting and with the guidelines promulgated by the Virginia Department of Conservation and Recreation and/or local regulations.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
6. Material concentrations have been properly disclosed in accordance with the cash basis of accounting.

Information Provided

7. We have provided you with:
 - a. access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters,
 - b. additional information that you have requested from us for the purpose of the audit, and
 - c. unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d. minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not been prepared.
8. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
9. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
10. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
 - a. management,
 - b. employees who have significant roles in internal control, or
 - c. others where the fraud could have a material effect on the financial statements.
11. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, or others.
12. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
13. We are not aware of any pending or threatened litigation, claims or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements and we have not consulted a lawyer concerning litigation, claims, or assessments.
14. We have disclosed the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

Government - specific

15. There have been no communications from regulatory agencies concerning noncompliance

with, or deficiencies in, financial reporting practices.

16. We have taken timely and appropriate steps to remedy fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us, if any.
17. We have a process to track the status of audit findings and recommendations, if any.
18. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives of the audit and whether related recommendations have been implemented.
19. We have identified to you and investigations or legal proceedings that have been initiated with respect to the period under audit.
20. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report, as applicable.
21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
22. We have identified and disclosed to you all instances of fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements.
23. Contracts and grant agreements that we believe have a material effect on the financial statements.
24. There are no violations or possible violations of laws and regulations, provisions of contracts and agreements whose effects should be considered for disclosure in the financial statements, or a basis for recording a loss contingency, or for reporting on noncompliance.
25. Deposits and investment securities are properly classified as to risk and are properly disclosed.
26. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for these financial statements and related disclosures.
27. With respect to the other supplementary information (Schedule of Cash Disbursements):
 - i) We acknowledge our responsibility for presenting the schedule of cash disbursements in accordance with the cash basis of accounting, and we believe the schedule, including

its form and content, is fairly presented in accordance with the cash basis of accounting. The methods of measurement and presentation of the schedule of cash disbursements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- ii) If the schedule of cash disbursements is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Administrative Manager

District Treasurer

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
WITH SUPPLEMENTARY SCHEDULE

YEARS ENDED JUNE 30, 2025 and 2024
(With Independent Auditors' Report Thereon)

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

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Independent Auditors' Report

**Division of Soil and Water Conservation
Department of Conservation and Recreation
Commonwealth of Virginia
Richmond, Virginia**

Opinion

We have audited the accompanying statements of cash receipts and disbursements of Lord Fairfax Soil and Water Conservation District for the years ended June 30, 2025 and 2024, and the related notes to the financial statement.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash receipts and disbursements of Lord Fairfax Soil and Water Conservation District for the year ended June 30, 2025 and 2024, in accordance with the cash basis of accounting as described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Lord Fairfax Soil and Water Conservation District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting described in Note 1, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Lord Fairfax Soil and Water Conservation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Lord Fairfax Soil and Water Conservation District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supporting schedule of cash disbursements as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedule of cash disbursements is fairly stated in all material respects in relation to the financial statements as a whole.

Richmond, Virginia
January 20, 2026

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

Statement of Cash Receipts and Disbursements
Year Ended June 30, 2025

	Balance July 1, 2024	Transfers	Receipts	Disburse- ments	Balance June 30, 2025
Local sources:					
Local governments	\$ 35,510	\$ -	\$ 68,733	\$ 48,190	\$ 56,053
Interest	94,962	(80,000)	102,317	24	117,255
Other	260,634	116,400	23,372	62,159	338,247
Total local sources	\$ 391,106	\$ 36,400	\$ 194,422	\$ 110,373	\$ 511,555
State sources:					
DCR - Cost Share	\$ 7,033,462	\$ -	\$ 7,429,929	\$ 5,526,439	\$ 8,936,952
DCR - Operating funds	361,436	(125,000)	413,262	141,657	508,041
DCR - Tech assistance	317,164	(246,400)	900,704	557,304	414,164
Other	909,338	335,000	16,500	6,618	1,254,220
Total state sources	\$ 8,621,400	\$ (36,400)	\$ 8,760,395	\$ 6,232,018	\$ 11,113,377
Total all sources	\$ 9,012,506	\$ -	\$ 8,954,817	\$ 6,342,391	\$ 11,624,932

The accompanying notes are an integral part of this financial statement.

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

Statement of Cash Receipts and Disbursements
Year Ended June 30, 2024

	Balance July 1, 2023	Transfers	Receipts	Disburse- ments	Balance June 30, 2024
Local sources:					
Local governments	\$ 32,744	\$ (25,000)	\$ 68,150	\$ 40,384	\$ 35,510
Interest	50,452	(49,784)	94,294	-	94,962
Other	190,431	65,000	19,796	14,593	260,634
Total local sources	\$ 273,627	\$ (9,784)	\$ 182,240	\$ 54,977	\$ 391,106
State sources:					
DCR - Cost Share	\$ 6,088,188	\$ -	\$ 4,297,494	\$ 3,352,220	\$ 7,033,462
DCR - Operating funds	285,517	(104,998)	315,810	134,893	361,436
DCR - Tech assistance	291,060	(135,000)	688,246	527,142	317,164
Other	642,056	249,782	22,000	4,500	909,338
Total state sources	\$ 7,306,821	\$ 9,784	\$ 5,323,550	\$ 4,018,755	\$ 8,621,400
Total all sources	\$ 7,580,448	\$ -	\$ 5,505,790	\$ 4,073,732	\$ 9,012,506

The accompanying notes are an integral part of this financial statement.

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

Notes to Financial Statements
Years Ended June 30, 2025 and 2024

Note 1—Summary of Significant Accounting Policies:

A. Organization

The Lord Fairfax Soil and Water Conservation District (the District) is a separate legal entity responsible under state law for conservation work within its boundaries. The District's purposes are to focus attention on land, water and related resource problems; to develop programs for solving the problems; and to enlist and coordinate assistance from all public and private sources for carrying out program objectives.

The Division of Soil and Water Conservation, primarily through the Commonwealth of Virginia Department of Conservation and Recreation, provides financial, administrative and technical assistance to each of Virginia's 47 soil and water conservation districts. The districts are funded primarily through local government appropriations, fundraising projects and state, federal and private grants.

B. Basis of Accounting

As prescribed by the Commonwealth of Virginia Department of Conservation and Recreation, the statements of cash receipts and disbursements of the District have been prepared on the cash basis of accounting, whereby receipts are recognized when cash is received rather than when revenue is earned, and disbursements are recognized when cash is paid rather than when the obligation is incurred. Consequently, the statements of cash receipts and disbursements are not intended to present the results of operations in conformity with generally accepted accounting principles.

C. Retirement Plan

Certain full-time permanent employees of the District are eligible for benefits in the event of retirement, death or disability under the State administered Virginia Retirement System (VRS), a defined benefit pension plan. The contribution costs are included in the accompanying financial statements and District employees are included in Shenandoah County's VRS participation.

Note 2—Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

Notes to Financial Statements
Years Ended June 30, 2025 and 2024 (Continued)

Note 3—Contingencies:

The District receives grant funds from various programs, principally from the U.S. Government and the Commonwealth of Virginia, for conservation. Expenditures from certain grant funds are subject to audit by the grantor, and the District is contingently liable to refund amounts received in excess of allowable expenditures. In the opinion of the District's management, future expenditures disallowed by grantors, if any, would be immaterial.

Note 4—Subsequent Events:

In preparing these financial statements, management of the District has evaluated events and transactions for potential recognition or disclosure through January 20, 2026, the date the financial statements were available to be issued. No subsequent events were found requiring recording or disclosure in the financial statements for the year ended June 30, 2025 and 2024.

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT

Schedule of Cash Disbursements
Years Ended June 30, 2025 and 2024

	<u>2025</u>	▼	<u>2024</u>
Personnel costs	\$ 676,306	\$	628,635
District operations	139,646		92,877
Cost share/CREP	<u>5,526,439</u>		<u>3,352,220</u>
Total	<u>\$ 6,342,391</u>	\$	<u>4,073,732</u>



**The Virginia Soil Health Coalition
Quarterly Meeting
January 30th, 2026
1:00-3:00 PM**

Agenda

1:00-1:15: Welcome from David Bulova, Secretary of Natural and Historic Resources

1:15-1:45: Update: Revised Chesapeake Bay Agreement

❖ Adrienne Kotula, Deputy Secretary of Natural and Historic Resources, Commonwealth of Virginia

In December 2025, the Chesapeake Bay Program approved a revised Chesapeake Bay Agreement with streamlined goals for the next 15 years. In this session, Adrienne Kotula, Virginia Director with the Chesapeake Bay Commission, will review the new framework and targets, what this means for the timeline and long-term vision, and what lies ahead in the next year and beyond. She will answer questions on the revised agreement and what it means for our collective work.

1:45-2:15: Update: Virginia Voluntary Agriculture BMP Survey

❖ Dan Goerlich, Associate Director, Initiatives, Virginia Cooperative Extension

We know that the good work happening on farms across the commonwealth extends beyond that which is currently accounted for in tracking progress toward water quality goals. Over the past 6 months, partners across the state, led by Virginia Cooperative Extension, have embarked on a survey to help us learn more about voluntary conservation practices on Virginia Farms in the Chesapeake watershed. In this session, Dr. Dan Goerlich will share a status update on the survey and how all of us can best support survey success in the final 6 months before it closes in June.

2:15-2:45: Lessons from Beyond Virginia: Regional Conservation Networks with the Red River Basin Commission

❖ Kim Melton, Soil Health Coordinator, Red River Basin Commission

We know an important part of expanding innovation is learning from partners, inside Virginia and beyond. We are excited to welcome Kim Melton with the Red River Basin Commission in Minnesota, North Dakota, and Manitoba about a neat initiative they have launched to advance practitioner collaboration across the region. She will share about the Regional Conservation Networks they have implemented across the region and how it is working to increase communication and coordination.

2:45-3:00: Presenting the 2026-2028 VSHC Strategic Plan

❖ Mary Sketch Bryant, Director, Virginia Soil Health Coalition

❖ Summer Thomas, Education and Outreach Specialist, Virginia Soil Health Coalition

At our last quarterly meeting, you all helped inform the design of our refreshed 2026-2028 Collaborative Strategic Plan. Come see the final product and learn about what this means for our work in 2026!



We work with the people who work the land.

LORD FAIRFAX SOIL AND WATER CONSERVATION DISTRICT PERSONNEL POLICY

I. INTRODUCTION

These Personnel Policies provide guidance to the employees and Directors of the Lord Fairfax Soil and Water Conservation District (District). The Personnel Committee appointed by the Chair of the District regularly reviews these policies and monitors their implementation. The District Board of Directors may change this policy at any time and will interpret and clarify as needed.

The work of the District's elected and appointed officials and compensated employees is for the benefit of the citizens of Clarke, Frederick, Shenandoah, and Warren Counties and the City of Winchester. District Board members and employees must bear this in mind as they work with the public. Courteous service, prompt response, total honesty and professional conduct are required of all Board members and employees in all District related interactions and in the performance of all responsibilities and assigned duties.

These Personnel Policies are based on merit principles with equitable compensation for employees determined on the basis of ability, knowledge, and skills, and assumes fair treatment of applicants and employees in all aspects of personnel management without regard to political affiliation, race, color, national origin, gender, sexual orientation, age, disability, veteran status, marital or family status, or religious creed.

The policies and procedures contained herein supersede any and all prior policies, practices, procedures, oral or written representations, or statements regarding the terms and conditions of employment with the District. On Board approval of these personnel policies, the District expressly revokes any and all previous personnel policies and procedures which are inconsistent with those contained herein.

GENERAL WORK ETHIC

All District employees have a responsibility to support and represent the District in a positive and professional manner, perform their assigned duties accurately and efficiently, and to uphold the public's trust in Soil and Water Conservation Districts in general. They are expected to maintain a high level of professionalism, ethics, and personal conduct. In order for the District to be effective, its employees must be technically competent and demonstrate professional integrity. Board members are expected to comply with these same standards.

WORK ENVIRONMENT AND BEHAVIOR STANDARDS

The District believes every employee has the right to a work environment free of unwelcome verbal or physical conduct which harasses, disrupts, or interferes with the employee's work performance or creates an intimidating, offensive, or hostile environment. The District will not tolerate any Board member or employee engaging in this type of behavior. Any Board member or employee participating in such negative conduct will be subject to appropriate corrective action that may include termination.

II. LEVELS OF EMPLOYMENT

A. EMPLOYEE STATUS:

FULL TIME SALARIED: Employment in an established position averaging not less than **40** hours per normal work week, for a total of 2,080 hours per year. Full time employees may, at their discretion, participate in all fringe benefit programs offered by the District.

PART TIME, HOURLY: Employment in an established position requiring **20** hours or less per normal work week, not to exceed 1,040 hours per year, which may vary according to need. Part time employees, whether in an established or temporary position, are not eligible for cost-of-living increases, merit evaluations or increases, pre-termination hearings, grievance procedures, coverage under health or dental insurance, or Virginia Retirement System participation.

TEMPORARY FULL TIME; TEMPORARY PART TIME: Employment in a position established for a specific period-of-time, or for the duration of a specific project, assignment or group of assignments. Temporary status is also given to an employee who is serving as a substitute for an incumbent, or who is working in a position classified as full time or part time for a limited time-period. Full time temporary employees are eligible to participate in all fringe benefit programs unless a grant funding the position does not fund these benefits. Temporary part-time positions are subject to the same criteria and eligibilities as part time, hourly positions described in the preceding paragraph.

EXEMPT: Employees whose job duties and salary meet all the criteria of at least one current Fair Labor Standards Act (FLSA) exemption test. Exempt employees may be eligible for overtime compensation at the discretion of the Board based on workload demands. Exempt employees are eligible to earn compensatory time based on the District's current COMPENSATION FOR EXTRA TIME WORKED policy.

NONEXEMPT: Employees whose job duties and salary do not meet all the criteria of at least one current FLSA exemption test. Nonexempt employees are eligible for overtime compensation based on current FLSA regulations.

WORK SCHEDULE ADJUSTMENTS:

Exempt and nonexempt employees may work a "compressed time option" 4 days of 9-hours and 1 day of 8-hours in one week and 4 days of 9-hours in the succeeding week for a total of 80 work hours for the two weeks. Employees may also request to work a schedule of 4, 10-hour days per week. Requests to change schedules (Ex: from compressed to 4-10 hr. days) must be submitted in writing to the employee's supervisor for approval. District employees will coordinate starting times and days not in the office to maximize the amount of time between 8:00 AM and 4:30 PM weekdays that the office is staffed.

If an employee submits a written request for a schedule change due to unusual circumstances the employee's supervisor has the authority to approve the change with specific time limits and any other conditions deemed appropriate.

B. RECRUITMENT AND EMPLOYMENT POLICY

- 1.) The District Board of Directors will determine the employment needs of the District. Recruitment methods shall include advertising in local newspapers as well as any other form of advertising deemed appropriate by the District Board of Directors. The Personnel Committee will interview potential applicants and make a recommendation to the District Board for approval of the selected applicant, who will be advised by the Board of the position's salary and benefits package. The Board may delegate hiring approval to the Personnel Committee. District employment is non-discriminatory and open to all qualified applicants.

It is the District's policy to recruit and retain the best qualified applicants available for each position vacancy without regard to political affiliation, race, color, national origin, gender, sexual orientation, age, disability, veteran status, marital or family status, or religious creed.

- 2.) The number of District staff positions and the individual pay levels are subject to the amount of annual appropriations by the General Assembly.

The District payroll is administered by Shenandoah County. The District's Administrative ManagerSpecialist is responsible for providing necessary information, once approved by the Board Chair and/or Board of Directors, to the County's Finance Director/Accounting Manager regarding employee pay status or changes. The District's Administrative Specialist is also responsible for tracking attendance and leave of District employees. Staff are individually responsible for completing and submitting their time sheets monthly to their immediate supervisor for review and approval. Once approved, the Supervisor will submit them to the Administrative ManagerSpecialist for their official personnel file.

The District has adopted a pay scale standard for each of its positions. The standard includes a range of pay that is based on tenure and the duties of the position. Individual staff pay may be adjusted by the District Personnel Committee based on merit and time in the position. Assuming satisfactory performance aAn automatic pay adjustment for employees who qualify for the next level in their positions (e.g., Conservation Specialist I to II) or to a higher-level position in their career path (e.g., from Conservation Specialist to Senior Conservation Specialist) will be made at the time of eligibility. As deemed appropriate, the position pay scales may be adjusted by the Personnel Committee to reflect an updated description of duties or in keeping with comparable pay rates from other sources, such as other Districts, the DCR, localities, etc.

In addition to pay for performance, the District Personnel Committee may recommend cost-of-living adjustments (COLA) for all staff annually to be effective at the beginning of the next fiscal year. The COLA adjustment will be based on current information and comparable actions by other jurisdictions such as the State of Virginia, the DCR, and/or the local jurisdictions. Normally, individual pay adjustments for cost of living and/or merit become effective July 1 of the following fiscal year.

The Personnel Committee is responsible for providing any COLA or performance pay adjustments to the Finance Committee for inclusion in the District's annual budget for the upcoming fiscal year.

C. OFFICE HOURS AND INCLEMENT WEATHER POLICY

Full time employees shall work 40 hours per week or opt for a compressed time option. Hours will be established by the Personnel Committee and approved by the Board. District office hours normally are from 8:00 a.m. to 4:30 p.m. weekdays. The workday will be 8 hours per day starting no earlier than 6:30 AM.

In case of inclement weather, District employees will follow USDA guidelines. The Chair of the Personnel Committee or Board Chair should be contacted with any questions. If the office remains open and an employee feels unsafe traveling, annual leave may be taken. If the USDA closes the Service Center, District employees will be granted administrative leave.

D. FRINGE BENEFITS

1. DISTRICT OBSERVED HOLIDAYS

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
PRESIDENTS' DAY
MEMORIAL DAY
EMANCIPATION DAY(JUNETEENTH)
INDEPENDENCE DAY
LABOR DAY
COLUMBUS / INDIGENOUS PEOPLES DAY
ELECTION DAY
VETERANS' DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS DAY
PERSONAL DAY

Holidays falling on Sunday shall be observed on the following Monday, while those falling on Saturday shall be observed on the preceding Friday. The holidays listed above are adopted as holidays with full pay for salaried, full time employees, permanent and temporary, who are on the payroll in a paid status the working day prior to and the working day after the holiday. All permanent employees will be allowed additional holidays as granted to state employees by the Governor of Virginia.

Part-time and temporary part-time employees will not receive paid holidays but shall adjust their schedule to accommodate for the LFSWCD Office closure for a holiday by making up an equal amount of time within two weeks of the holiday.

2. LEAVE

Accrued leave is credited to eligible employees monthly. Credits for annual and sick leave may not be earned during an unpaid leave of absence.

New employees will be granted the following leave balances upon hire:

8 hrs Sick Leave

8 hrs Annual Leave

Accrual of additional annual and sick leave hours, as outlined in Section 2 a. and 2 b. respectively, will begin from the second month of employment.

Leave requests, whether paid or unpaid, should be submitted for approval in advance and must be approved by the employee's Supervisor, the Chair of the Personnel Committee, or the Board Chair. For five workdays up to two

weeks leave, the employee must submit a written request at least two weeks in advance of the requested leave date. For more than two weeks leave, employee must submit a written request at least four weeks in advance. In case of emergency, the District Administrative ManagerSpecialist or the supervisor must be notified as soon as possible during the first day of unscheduled absence, and the Administrative ManagerSpecialist or supervisor should immediately notify the Chair of the Personnel Committee and the Board Chair. To the maximum extent possible, employee requests for leave should avoid including the days of monthly Board meetings.

Leave without pay requests will be addressed by the Personnel Committee on a case-by-case basis; such requests should be for unusual circumstances, and, where warranted, approved with specific time limits and any other conditions deemed appropriate.

a. ANNUAL LEAVE

The rate at which annual leave is earned depends on the full-time employee’s length of service with the District. As of January 1, of each calendar year, unused leave in excess of the Maximum Annual Leave Accumulation will be forfeited. Part-time employees are not eligible to earn annual leave accruals. Unused annual leave accruals must be used (substituted) for approved Family and Medical Leave, ~~which is unpaid job protection.~~ (See section f. FAMILY AND MEDICAL LEAVE)

Annual leave is earned as follows:

ANNUAL LEAVE			
Years of Service	Hrs. Earned per Month	Total Days/Year	Maximum Annual Leave Accumulation
0-4 years	8 hours	12	192 hours
5-9 years	10 hours	15	240 hours
10-14 years	12 hours	18	288 hours
15 and up	14 hours	21	336 hours

b. SICK LEAVE

Sick leave is accrued at a rate of ten (10) hours for each monthly pay period. Sick leave may accumulate without limit. When employees need to utilize sick leave for one of the qualifying purposes, they shall, as soon as practical, notify the Administrative ManagerAssistant at the District office. At the discretion of the employee’s supervisor, a doctor’s certificate may be required when an employee utilizes more than three successive workdays for sick leave. Use of sick leave must be accurately reported on employee’s time sheet. Part time employees are not eligible to accrue sick leave.

Sick leave may be used as follows:

1. Personal illness preventing the employee from satisfactorily performing the job.
2. The employee’s presence at work would be injurious to the health of the employee or that of others.
3. Visits to obtain professional medical care.
4. Death of an immediate family member of the employee or employee’s spouse.
5. Illness of a member of the employee’s immediate family requiring the presence of the employee.
6. Unused sick leave accruals must be used (substituted) for approved Family and Medical Leave, ~~which is unpaid job protection.~~

c. LEAVE SHARING

In the event that an employee, due to one of the qualifying purposes listed above, requires more leave hours than they have accrued they may request to use leave hours donated by other employees. Requests should be made to the employee’s supervisor who will determine if there are donated hours available. As per the Sick Leave policy, a doctor’s certificate may be required when an employee requests to utilize donated leave hours. If there is no donated leave available any leave hours taken beyond what the employee has accrued will be unpaid.

d. COMPENSATION FOR EXTRA TIME WORKED

For calculation of overtime wages, the standard seven (7) day workweek begins at 12:01 a.m. on Saturday and ends on the following Friday at 12:00 midnight. The Board also allows full time salaried employees to be compensated with an equal amount of time off for time scheduled beyond normal working hours. Part time employees do not receive compensatory time.

The following policies apply to the receipt of compensatory time:

- **Prior approval** by the employee's supervisor is required before compensatory time may be earned.
- Compensatory time will be in lieu of overtime pay normally; employees may request overtime pay if their work schedule precludes them from the likelihood of using the time as leave within a reasonable period.
- Compensatory time is earned at the rate of 1.5 hours for each hour worked, including portions of an hour, during the normal work week.
- The employee may earn compensatory time in 15-minute increments.
- When an employee is traveling outside the District on official business, compensatory time may be earned only for those hours spent in actual travel and while actively on duty beyond the employee's normal work schedule (e.g., attending a meeting, participating in a workshop, etc.). No compensatory time may be earned for any hours away from the District during which the employee is not actively on duty (e.g., such as afterhours at a multi-day workshop, etc.).
- Each employee shall maintain an accurate written record of compensatory time earned and used on the District's timesheet. The timesheet must be submitted to their supervisor within 5 working days of the end of a pay period for review and acceptance by signature and then provided to the District's Administrative Manager timekeeper. Approved timesheets will be the employees' official record for all calculations of leave accrued
- The amount of compensatory time earned within a monthly pay period may not exceed forty (40) hours and no more than 40 hours of compensatory time may be carried by an employee at any given time.
- Compensatory time must be used before annual leave.
- Any compensatory time reflected on an employee's timesheet as of December 31st will be paid out at the employee's regular hourly rate.
- Unused compensatory time earned by an exempt employee will not be paid out at termination.

e. PARENTAL LEAVE

It is the policy of the Lord Fairfax SWCD to provide paid parental leave to enable the employee to care for and bond with a newborn or child under the age of eighteen (18) newly placed for adoption or for foster or custodial care. This paid leave may be used in combination with other benefits. The purpose of this policy is to provide eligible employees with up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen. Parental leave must be used within six months of the birth of an infant or placement of a child.

Eligibility:

- Employee must be in a full-time position at the time of the birth or placement of the child
- Employee must be eligible for Family and Medical Leave:
- Must have been employed by LFSWCD for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the requested leave

Leave Usage:

- Eligible employees may charge parental leave in one continuous period of time
- Employees may request intermittent use of parental leave subject to the agency's approval.
- The 320 hours of parental leave may be used only once per child and only once within a 12-month period.
- Unused parental leave is forfeited six (6) months from the date of the birth/ placement
- Unused parental leave is not compensable if an employee separates from Lord Fairfax SWCD employment or moves to a non-covered position.
- Parental leave terminates at the conclusion of the foster or custodial care placement or within six (6) months of the placement, whichever comes first.

f. FAMILY AND MEDICAL LEAVE

While not subject to the Family and Medical Leave Act, the District chooses to provide the same benefits to its employees. The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks (or maximum of 480 hours) of unpaid leave in a 12-month period and requires group healthcare benefits be maintained during the leave as if employees continued to work instead of taking leave. Employees are required to pay their share of health insurance premiums during an approved FMLA absence and are entitled to return to their same or an equivalent job at the end of their FMLA leave.

Employees seeking to use approved FMLA leave are required to "substitute" (run concurrently) accrued paid leave, sick

and annual, to cover some or all the designated FML leave period. An employee's ability to substitute accrued paid sick and annual leave for approved FML leave is determined by the amount of the employee's unused sick and annual leave accrual balances.

Employees, who have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the requested leave, may take up to 12 weeks (or maximum of 480 hours) of Family Medical Leave for the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care.
- To care for a spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

No more than 12 weeks (or maximum of 480 hours) of Family and Medical Leave may be taken in the 12-month period that begins on the first day the Family and Medical Leave is taken. Family and Medical Leave may be taken consecutively or intermittently. Leave beyond the 12 weeks (or maximum of 480 hours) may be taken as unpaid leave under unusual circumstances only if authorized by the Personnel Committee and the Board of Directors.

Eligible employees requesting the use of FML leave for any of the qualifying reasons listed above must follow current FMLA request and notification procedures. Specific notification and documentation guidelines and the required forms are readily available online at: <https://www.dol.gov/whd/fmla/index.htm>.

g. MILITARY LEAVE AND SERVICE

The District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the District's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law. If any employee believes that he or she has been subjected to discrimination in violation of District policy, the employee should immediately contact the Personnel Committee Chair.

Employees requesting leave for military duty should contact the Personnel Committee to request leave as soon as they are aware of the need for leave. For detailed information on eligibility, rights while on leave, and job restoration upon completion of leave, refer to the current fact sheets on the Department of Labor web site (www.dol.gov).

h. SHORT-TERM DISABILITY

District employees are included in VRS (Virginia Retirement System) and its included benefits through Shenandoah County. For employees who are classified as VRS Hybrid, short term disability coverage is an included benefit. Specific questions about short term disability coverage should be directed to the Shenandoah County Human Resources Department.

i. JURY DUTY

Leave for jury duty is granted to all employees. Full-time employees, permanent and temporary, who are under proper summons from a court to serve on a jury will be granted leave of absence with pay for the time actually spent in service on the jury. Part-time employees will be required to adjust their schedule to accommodate the court summons and will not receive paid leave. Employees are required to obtain jury duty certificates signed by an official of the court to accurately document and justify the time absent for jury duty.

j. PAYMENT FOR LEAVE BALANCES

When an employee separates from District service (retires, resigns, or is terminated) the employee will be paid for unused annual leave up to a maximum of 30 days (240 hours). If the employee has five (5) or more years of continuous service with the District, when employment ends through retirement, the employee will also be paid an amount equal to 25 percent of their unused sick leave, with a maximum payment of \$2,500.

3. OTHER BENEFITS

Medical Insurance:

- Full-time employees are eligible for medical insurance benefits paid by the District. The District will follow Shenandoah County policy regarding costs for coverage and care of other family members.
- Temporary full-time employees are eligible to receive the same medical insurance benefits as full time employees if the grant funding the position covers this benefit. The employee shall be responsible for all costs for coverage and care of other family members.
- Qualified Life Events: Healthcare benefit premiums paid on a pre-tax basis ~~are~~ subject to IRS Section 125 regulations. Due to these regulations, changes to medical insurance selections may only be made under special circumstances called “qualifying events” and must be made within 31-days of the qualified event. Please refer to specific plan documents or contact the County’s benefits provider for specific guidance if you experience any of the following qualified events:
 - Loss of eligibility for group health coverage, health insurance coverage, CHIP or Medicaid
 - Becoming eligible for state premium assistance, Medicaid, or CHIP subsidies
 - Acquisition of a new spouse or dependent by marriage, birth, adoption, or placement for adoption
 - Change in marital status, number of dependents, employment status, change in residence.
 - Receive a judgment, decree or order resulting from a divorce, legal separation, annulment, changes in legal custody or qualified medical child support order (QMCSO)
 - You, your spouse, or dependent becomes enrolled in coverage under Part A or Part B of Medicare, or Medicaid or loses coverage under Part A or Part B of Medicare, or Medicaid
 - You change your employment status, and that status is reasonably expected to continue long-term (e.g., go from part-time to full-time or go from full-time to part-time)
 - You experience a change in coverage under another employer’s plan (e.g., gain coverage or lose coverage)
- The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a law that gives workers who lose their health benefits the option to continue group health benefits provided by the plan under certain circumstances. For more information on COBRA rights and eligibility, please contact the healthcare plan directly at the number listed on your benefits ID card.
- Part time employees are not eligible to receive medical insurance benefits.

Social Security/FICA:

- The District pays its portion of Social Security and FICA for all full time and part time employees.

Virginia Retirement System:

- Full time and temporary full-time employees are eligible to be enrolled in the Virginia Retirement System through the District. Employees pay 5 percent of this benefit.
- Part time employees are not eligible to participate in the Virginia Retirement System.

Life Insurance:

- Full time employees are eligible to receive group life insurance. The full cost of this benefit is paid by the District. Temporary full-time positions that are grant funded will receive life insurance if the cost is covered by the grant.
- Part time employees are not eligible to receive group life insurance benefits.

Workers’ Compensation:

- All District employees are covered by Workers’ Compensation Insurance that is fully paid by the District.

III. PERSONNEL MANAGEMENT

A. PERSONNEL POLICY, POSITION DESCRIPTIONS, PERFORMANCE STANDARDS AND EVALUATIONS

The Board of Directors is committed to fostering employees’ growth and success in their positions by rewarding sustained successful performance and longevity in the position through periodic salary adjustments within the designated salary scales. Additional adjustments may be made in recognition of increases in costs of living at the Board’s discretion. The Personnel Policy, Position Descriptions, Performance Standards and Evaluations shall be reviewed annually and updated as needed by the Personnel Committee and approved by the Board. Performance Standards for each employee will be based on the District’s annual work plan, employee position descriptions, and District priorities. An official Performance Evaluation will be conducted twice yearly for each full-time employee

by the Personnel Committee with input from the employee's supervisor. Job performance feedback will be provided with prior input from the employee's supervisor. The District Board will use the feedback and the evaluation to assess performance and make recommendations for improvements and other job-related changes as the Board determines necessary. When funds are available, the Personnel Committee may make recommendations to the Board regarding merit increases, when eligible employees' job performance justifies a pay increase. An interim evaluation may be conducted by the Personnel Committee at the Committee's or the Board's discretion, or if requested by the employee.

Completion of each employee performance evaluation as well as the annual review of the personnel policies, position descriptions and interim performance reviews will be documented in the official record of the District minutes by motion of the Board. Current Position Descriptions are considered a part of this policy. All personnel documents will include the date of approval and the fiscal year to which the document is applicable.

Monthly time sheets must be accurately maintained by each employee and must be approved monthly by employee's supervisor or a District board member. Time sheets must be maintained on file in the district office.

The policies and language contained herein are subject to interpretation and modification by the Board at their sole discretion. The policies and language contained herein are in no way intended to be interpreted as an employment contract or alter the at-will status of any employee.

B. SUPERVISION

District personnel will be accountable to and supervised as follows: District Administrative ~~Specialist-Manager~~ – Board Treasurer and Board Chair; ~~Supervising Conservation Specialist~~ Conservation Programs Manager - Conservation Technical Committee Chair; District Conservation Technicians, Specialists, and any other Conservation Positions- ~~Supervising Conservation Specialist~~ Conservation Programs Manager in consultation with the Conservation Technical Committee Chair; Education & ~~Program Support~~ Conservation Specialist - ~~Supervising Conservation Specialist~~ Conservation Programs Manager in consultation with the Education & Information Committee Chair. From time-to-time personnel may be assigned duties for other committees, such as, Easements, or Dam Safety. In such cases the chairs of those committees are expected to contribute to performance evaluations. Each employee's supervisor, the Personnel Committee and the Board Chair are responsible for overseeing the ~~coordination~~ performance of District Employees.

C. INTRODUCTORY PERIOD

The introductory period for employment with the Lord Fairfax SWCD is six months. In cases of unsatisfactory work performance or misconduct during this period, an employee may be terminated. The Personnel Committee may dismiss the employee immediately if the employee's conduct is determined by the Committee to be severe enough to warrant this action. During this period, if it is found that an employee is not performing to the Board's satisfaction, at the Personnel Committee's sole discretion, the employee may be given one month to improve his/her job performance based on written guidance from the Personnel Committee. The six-month period may be extended by one month for this purpose. If performance is still not satisfactory following this one-month grace period, the employee will be terminated without delay.

D. DISTRICT MEETINGS

All District employees ~~are will be~~ expected to attend monthly District Board meetings. If there is a conflict the employee should notify his/her supervisor, the Administrative ~~Manager~~ Specialist, and the Board Chair.

E. TRAINING AND TRAVEL

The District expects all employees to acquire the training necessary to conduct their jobs at the level expected by the District Board. Employees will maintain an Individual Development Plan and other records that demonstrate their levels of proficiency in their respective technical areas. Training shall be provided through the District Board of Directors, Natural Resources Conservation Service, Virginia Association of Soil and Water Conservation Districts, other cooperating agencies, and on the job by more experienced employees, and through other local opportunities.

Scheduling of formal training must be approved in advance by the employee's supervisor. The District may provide financial assistance up to \$500 per employee per year for training opportunities, certifications, or degree programs beyond the standard certification programs on a case-by-case basis. Any employee requesting financial assistance for training should submit the request to their supervisor and the Personnel committee prior to committing to the training. The District reserves the right to require a period of continued employment in exchange for financial assistance. Such agreements would be created on a case-by-case basis, and must be approved by the Board and signed by the employee and a Board representative.

Travel by the Conservation Specialists outside the District must be approved in advance by the Supervising Conservation Specialist/Conservation Programs Manager. Or in case of the Administrative Manager, prior approval by the Board Treasurer or Board Chair is required. The requests shall include the following information: dates of travel, purpose/justification, estimated cost, status of District travel budget and expenditures.

Expenses exceeding State per diem require advance approval by the employee's supervisor. When a District ~~or USDA-government~~ vehicle is not available for travel, District employees shall use their personal vehicles and mileage will be reimbursed at the current State of Virginia rate. Questions related to travel should be addressed to the Personnel Committee.

In anticipation of the need to handle employee travel requests satisfactorily, the Finance Committee will identify budgeted funds for training (including travel) and non-training travel, as well as rules for reimbursement for such items as mileage, meals, and lodging.

F. GRIEVANCE PROCEDURE AND REMEDIAL ACTION

In case of a grievance due to harassment or other unacceptable behavior or work conditions, the complainant should first discuss the grievance with his/her supervisor who will attempt to resolve the problem. If unresolved, the Personnel Committee Chair shall be informed in writing by the complainant. The Personnel Committee Chair will consult the Personnel Committee and conduct such inquiry as necessary to respond to the grievance. All information obtained during the inquiry will be considered confidential and shared outside the Personnel Committee only when deemed necessary. The Personnel Committee will consider the remedial action being sought by the complainant as well as all information available and obtained with respect to the complaint.

The Personnel Committee will identify and initiate any remedial action deemed necessary and inform the Board of Directors in closed session of its findings and any actions initiated, when deemed appropriate. Remedial action may include a Performance Improvement Plan with specific goals, outcomes and deadlines assigned to an employee whose behavior has been found to be inappropriate. The Chair of the Personnel Committee or assigned Board Member jointly with the employee's supervisor will specify performance deficiencies both orally and in writing in a Performance Improvement Plan, and the employee shall be counseled about the required changes. The employee will be given a specified time to improve performance. The employees' performance will be evaluated by the Personnel Committee at the conclusion of the specified time-period and further appropriate action taken.

Termination may be determined as the appropriate action if performance improvement does not occur. If the Personnel Committee and the employee's supervisor find that circumstances are unacceptable and unlikely to be repairable, the Committee may immediately terminate the employee. In the event a grievance is filed against a member of the Personnel Committee or the employee's immediate supervisor, that member shall be recused from all associated grievance proceedings. If all the members of the Personnel Committee are recused, the Board shall designate a director not involved in the grievance to follow the above-mentioned procedures. Any director against whom a grievance is filed shall be recused by the action of the Board. In all cases the Board's decision is final.

G. AT WILL EMPLOYMENT

Employment with the District is voluntary. Employment may be terminated by the employee or employer at any time, with or without cause, and with or without notice. Nothing in this handbook, these policies or any other District document shall be interpreted to conflict with, to eliminate, or to modify in any way the employment-at-will status of District employees. The policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Board. This Handbook and these Personnel Policies are not intended to be or create any type of a contract of employment or legal document.

H. RESIGNATION

Employees shall submit a notice of intention to resign to the Board Chair and the employee's his supervisor at least thirty (30) days prior to resignation.

I. TERMINATION

Termination of employment with an organization can occur for several different reasons: resignation, retirement, job abandonment, and involuntary termination. Cases of involuntary termination may include any of the following situations. Refusal to cooperate and carry out Board directions, failure to comply with District Personnel Policy or

assigned remedial actions, to engage in harassment of any form or other unacceptable behaviors, failure to comply with the Drug and Alcohol Policy, can result in termination. In cases of unsatisfactory work performance or misconduct, an employee may be terminated. The Personnel Committee may dismiss an employee immediately if the employee's conduct is severe enough to warrant this action. The Personnel Committee's determination is final. ALL District employees are at-will employees.

J. RETURN OF DISTRICT PROPERTY

The separating employee is required to return all District property at the time of separation and no later than by the close of business on the last day of employment. Failure to return all items in good working condition may result in charges to the employee. The separating employee will be presented with an itemized statement of missing or items in disrepair and associated costs. The separating employee will be required to review and sign the itemized statement. The employee may elect to pay the charges by check or authorize the charges be deducted from the final paycheck (employee must sign the itemized statement and indicate in their own handwriting that the charges should be withheld from the final paycheck).

K. PERSONNEL RECORDS DISCLOSURE:

The Lord Fairfax Soil and Water Conservation District will follow the State's Department of Human Resources Policy 6.05 dated 7/01/05 (copy attached regarding release of personal information about our employees). Any such inquiry should be provided to the Chair of the Personnel Committee for review and action. Normally, requests for information about employment status, income, or other personal items will be discussed with the employee involved before providing any response. Specific information provided will be kept to a minimum.

IV. EEO STATEMENT

The District prohibits discrimination in all aspects of the employment relationship based on political affiliation, race, color, national origin, gender, sexual orientation, age, disability, veteran status, marital or family status, or religious creed. This policy also applies to the placement, upgrading, transfer, demotion, layoff, termination, recruitment, advertising or solicitation for employment, treatment during employment, rate of pay, other forms of compensation and selection for training.

V. PAY SAFE HARBOR PROVISION

It is the District's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that each employee is paid properly for all time worked and that no improper deductions are made, the employee must correctly record all work time and review his/her paychecks promptly to identify and to report all errors. No nonexempt employee who is eligible for overtime should perform any work that is not authorized and not properly recorded on his/her ~~timecard~~ timesheet. While all-time worked will be paid, even if not authorized, working without authorization is a violation of District policy that could lead to disciplinary action.

The District makes every effort to ensure our employees are paid correctly. ~~Occasionally, h~~However, inadvertent mistakes can happen. When mistakes do happen and are called to the District's attention, we will promptly make any corrections necessary. Employees should review pay slips upon receipt to make sure they are correct. If a mistake has occurred, or the employee has any questions, he/she must contact the Personnel Committee Chair immediately to report concerns so that the District may promptly investigate and take necessary appropriate action.

VI. LACTATION/BREASTFEEDING

In compliance with the Fair Labor Standards Act, an employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The District has designated the District's storage room for this purpose. A refrigerator that can be used for storage of breast milk is available in the Service Center kitchen. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use the designated room must request/reserve the room as needed. The employee should comply with any additional rules that may be posted in the kitchen for use of the refrigerator when using it for breast milk storage. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record. Additionally, Va. Code § 2.2-1147.1 (2002, 2015) guarantees a woman the right to breastfeed her child in any place where the mother is lawfully present.

VII. DRUG AND ALCOHOL POLICY

It is the policy of the District to maintain a workplace that is free from the effects of drug and alcohol abuse. Employees are prohibited from the use, sale, dispensing, distribution, possession or manufacturing of illegal drugs, controlled substances, narcotics or alcoholic beverages on District premises, work sites and in vehicles used on District business.

Employees will be subject to disciplinary action including termination for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed prescription drugs, narcotics, or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on District premises and work sites. All employees who are convicted of criminal drug violations must report the conviction to the Personnel Committee within five (5) days. The Board, within thirty (30) days of the reported conviction, will take appropriate disciplinary action, including termination.

The District Board reserves the right to conduct chemical screening and testing performed by medical professionals. Testing may be random or required for any reason the Personnel Committee deems appropriate, including but not limited to irrational or unusual behavior, injury, accident, or injury to personnel or equipment, negligence or carelessness; disregard for safety, life, well-being of other employees; or reporting to work or remaining at work in apparently unfit condition.

VIII. CONFLICT OF INTEREST

District employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. Additionally, District property, information or other District related opportunities may not be used for personal gain. Employees with a conflict-of-interest question should seek advice from the Personnel Committee.

IX. ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, District-provided cell phones and e-mail in an appropriate, ethical, and professional manner:

- Internet, District-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the District or be contrary to the District's best interests; and engaging in any illegal activities, including piracy, cracking, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and District-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact your supervisor with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the District.

X. RIGHT TO MONITOR

All District-supplied technology and District-related work records belong to the District and not to the employee. The District routinely monitors use of District-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Board Member/Employee Acknowledgement Form

I, _____, have received a copy of the Lord Fairfax Soil and Water Conservation District Personnel Policies and understand it is my responsibility to read and comply with personnel policies. I have had time to review the policies and ask any questions I may have regarding my understanding of the policies and my responsibility for complying with the policies. I acknowledge my understanding of the policies and that I am responsible for complying with these policies.

Board Member/Employee Signature

Date

Personnel Committee Chair (or designee)

Date

=====
I, _____, refuse to acknowledge receipt and understanding of the policies. I understand that my refusal to acknowledge these policies does not eliminate my responsibility for complying with the policies.

Board Member/Employee Signature

Date

Personnel Committee Chair (or designee)

Date

Board Member/Employee refused to sign any acknowledgement of receipt of policies.

Personnel Committee Chair (or designee)

Date

Witness

Date

**Department of Human Resource Management Policies and Procedures
Manual**

[Print This Policy](#) | [Policies](#)

Policy Number: 6.05 - Personnel Records Disclosure

Eff. Date: 9/16/93 Rev. Date: 7/01/05

PURPOSE

It is the Commonwealth's objective to ensure compliance with the Government Data Collection and Dissemination Practices Act and the Freedom of Information Acts. This policy establishes guidelines for access to and release of personal information on employees which is maintained by state agencies.

EMPLOYEES TO WHOM POLICY APPLIES

This policy applies to positions covered under the Virginia Personnel Act to all classified employees. This policy also applies to positions expressly excluded from coverage of the Virginia Personnel Act. (See section II of Policy 2.20, Types of Employment.)

DEFINITIONS

Official Records	All written or printed books, papers, letters, documents, maps and tapes, photographs, films, sound recordings, reports or other material, regardless of physical form or characteristics, prepared, owned, or in the possession of a public body or any employee or officer of a public body in the transaction of public business.
Personal Information	All information that: <ol style="list-style-type: none">1. Describes, locates or indexes anything about an individual including his or her real or personal property holdings derived from tax returns, and his or her education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment records, or that affords a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual; and the record of his or her presence, registration, or membership in an organization or activity, or admission to an institution.2. The term does not include routine information maintained for the purpose of internal office administration; nor does the term include real

	estate assessment information.
Third Parties	Individuals other than the subjects of the records, including other state agencies, who request information from the records maintained by agencies.

DISCLOSURE OF INFORMATION TO THIRD PARTIES

- Certain personal information must be disclosed to third parties upon request and may be disclosed without the knowledge and consent of the subject employee. This information includes:
 1. employee's position title;
 2. employee's job classification title;
 3. dates of employment; and
 4. annual salary, official salary, or rate of pay, if such pay exceeds \$10,000 per year.
- Other personal information may not be disclosed to third parties without the written consent of the subject employee. This information includes, but may not be limited to:
 1. performance evaluations;
 2. mental and medical records;
 3. credit or payroll deduction information;
 4. applications for employment;
 5. records of suspension or removal including disciplinary actions under the Standards of Conduct, Policy 1.60;
 6. records concerning grievances or complaints;
 7. scholastic records;
 8. records of arrests, convictions, or investigations;
 9. material relating to Workers' Compensation claims;
 10. material relating to Unemployment Compensation claims;
 11. retirement records;
 12. confidential letters of reference or recommendation;
 13. results of pre-employment tests; and
 14. personal information such as race, sex, age, home address, home telephone number, marital status, dependents' names, insurance coverage, or social security number.
- The following individuals/agencies may have access to employee records without the consent of the subject employee. This list is not all inclusive.
 1. The employee's supervisor and, with justification, higher level managers in the employee's supervisory chain.
 2. The employee's agency head or designee and agency human resource employees, as necessary.
 3. Specific private entities which provide services to state agencies through contractual agreements (such as health benefits, life

insurance, Workers' Compensation, etc.) in order to provide such services.

REQUESTS FOR INFORMATION - GENERAL

- All requests for information about employees by third parties should be directed to the agency's human resource officer. It is not necessary for these requests to be in writing.
 1. Requests for information which do not make specific reference to the Virginia Freedom of Information Act should be treated under the requirements of that Act.
 2. Requests under the Virginia Freedom Information Act must be answered by the custodian of the record within five workdays of their receipt. The response must:
 - provide the requested information; or
 - if the records are exempt from disclosure under the Virginia Personnel Act, explain why they cannot be provided (in this case, the specific Code section which exempts the records must be referenced); or
 - if portions of the records are exempt and others are not, provide the portions of the information which are not exempt and delete those portions which are, referencing the appropriate section of the Virginia Code which addresses the exemptions.
 3. Agencies are not required to provide information when the request is not reasonably specific. Agencies should ask for clarification of such requests.
 4. Agencies are not required to provide information that does not already exist or to convert a record from one format to another in order to comply with requests.
 5. Agencies are not required to interpret official records or to supply additional information which is not part of the records.
 6. Agencies are not required to entertain requests for future records or for continuing records.
 7. If agencies determine that it is impossible to provide the information requested pursuant to the Freedom of Information Act, they must notify the requestor within five workdays.
 8. If agencies find that they are unable to determine if the records are available within the five-workday period, they must notify the requestor within this time. The agency then has seven additional days to provide a response as indicated in sections IV(A)(2) above.
 9. If the wrong agency is contacted for information, the agency must,

within five workdays, advise the requesting party and, if known, inform the requesting party where to obtain the information. NOTE: Refer to the Virginia Freedom of Information Act for further information regarding the disclosure of records.

- Employment references should be provided by agency human resource officers.
 1. Agencies are under no obligation to provide employment references on current or past employees to prospective employers including other state agencies.
 2. If employment references are provided, the information given should be accurate, verifiable and should be limited to employment-related information.
- Before releasing employment references (information discussed in section III(B)), written authorization from the subject employee should be received. (See Attachment I.)
- Employee information needed to affect transfer, rehire, etc., may be released to other state agencies by telephone.

REQUESTS FOR INFORMATION - COURT ORDERS

1. Agencies must comply with subpoenas ordering employee records to be turned over to the court.
2. Agencies may inform subject employees of such subpoenas, but are not required to do so.
3. When the court requests but does not order employees' files, copies of the requests and files should be forwarded immediately to the Attorney General's Office. That office will respond to the request.

REVIEWING PERSONNEL FILES

- Employees have access to information retained in all personnel files of which they are the subject, in accordance with law. Two exceptions are provided below.
 1. When employees' physicians have requested in writing that employees' medical and/or mental health records remain confidential, their request shall be honored, and employees will be denied access to those records.
 2. Under the provisions of the Freedom of Information Act (Va Code §2.2-3705.1), most state agencies must make employment references and letters of recommendation available to the individual who is the subject of these materials. Educational agencies and institutions are exempted by §2,2-3705.4 of that Act from the requirement to release these documents to the subject of the material.

- Individuals seeking access to their personnel files should arrange an appointment with their agency human resource officer.
 1. Employees are not required to obtain their supervisors' approval prior to reviewing their official personnel file. However, they must provide adequate notice to supervisors when they wish to obtain releases from work to review their files.
 2. Agency human resource officers may designate the location in which personnel files may be reviewed.
 3. Human resource officers must remove medical and/or mental health records and may remove confidential letters of reference from the files before they are reviewed. (See section VI(A) above.)
 - In educational institutions only, confidential letters of reference may be removed from the file before it is released for review.
 - Medical and/or mental health records may NOT be kept in the personnel file but must be retained separately. The subject of these records has access to them UNLESS the physician has requested that the records not be shared with the subject.
 4. A representative of the human resource office normally should be present during the review of personnel files. However, supervisors are not required to be present while employees review their personnel files.
 5. Employees will not be charged for reasonable time away from work to review their files.
 6. Releases from work to review files will be granted based on agencies' needs.
- Employees may review supervisors' files of which they are the subject.
 1. Employees should make arrangements with their supervisors to review these files.
 2. The supervisor or a designee normally should be present during the review.

COPYING RECORDS

Agencies may charge fees for providing information to requestors. These charges may not exceed the actual cost of providing the information. Charges may include the actual copying costs plus the costs for labor involved in locating and copying the information.

AGENCY RESPONSIBILITIES

- Agencies should review information which is maintained to ensure it is accurate and have a process available by which inaccurate information can be corrected.

1. Subject employees should be informed of their right to correct information in their files and the process by which it can be corrected.
 2. If information is changed or purged, subject employees should be notified.
- Agencies are encouraged to institute a written request policy for individuals seeking personal information.
 - Agencies should record names of those third-party entities who have had access to personal information in employees' files over the last three years.
 - Agencies must take every reasonable precaution to ensure security of employees' personnel files.
 - Agency heads and human resource officers are responsible for establishing written procedures for agency personnel to follow when responding to requests for work references. Such procedures should be communicated to all employees.
 - Agency heads and human resource officers are responsible for notifying employees regarding appropriate handling of confidential information as well as disciplinary actions which may be taken for violations of confidentiality or this policy.
 - Agency heads and human resource officers are responsible for the consistent application of this policy within their agency or facility.

AUTHORITY AND INTERPRETATION

This policy is issued by the Department of Human Resource Management pursuant to the authority provided in Chapter 12, Title 2.2, of the Code of Virginia. This policy supersedes Policy 6.01, Personnel Records Maintenance, issued November 1, 1981; Policy 6.02, Release of Information for Employees Records, issued July 1, 1978; and Rules 13.1, Central Records, 13.2, Agency Records, and 13.3, Agency Reports, of the Rules for the Administration of the Virginia Personnel Act, effective July 1, 1977.

The Director of the Department of Human Resource Management is responsible for official interpretation of this policy, in accordance with section 2.2-1201 of the Code of Virginia. Questions regarding the application of this policy should be directed to the Department of Human Resource Management's Agency Human Resource Services. The Department of Human Resource Management reserves the right to revise or eliminate this policy.

CONSENT TO RELEASE INFORMATION

I, Employee's Name, hereby authorize Agency's Name to release information regarding Subject of Request to Third Party.

I agree to hold the agency harmless for the way in which the requesting entity uses the information.

Employee Signature

Date

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ASSOCIATE DIRECTOR POLICY & JOB DESCRIPTION

*In accordance with guidance from the **Office of the Attorney General (OAG)** and **DCR**, this document serves as the official Job Description for Associate Directors. Its purpose is to define clear parameters of authority and to explicitly distinguish the role of an Associate Director from that of a statutory, voting Director.*

I. Purpose and Legal Authority

The Lord Fairfax SWCD Board of Directors (BOD) authorizes the appointment of Associate Directors (ADs) to assist the District in accomplishing its strategic conservation goals.

II. Authorized Roles and Voting Rights

To ensure clear governance and prevent unauthorized exercise of Board powers, the following parameters apply:

- **Committee Participation:** ADs may serve as members of any committee established by the Board. Within these committees, **ADs have full voting rights.**
- **Committee Leadership:** ADs may be appointed as **Chairs** of committees.
- **Board Meetings:** ADs are encouraged to participate in discussions at all regular or special-called Board meetings.
- **Limitations on Board Authority: * Voting:** ADs **do not** have voting rights at regular or special-called Board meetings.
 - **Motions:** An AD **may not make a stand-alone motion** nor second a motion at a Board meeting.
 - **Reporting:** An AD serving as a Committee Chair may present committee reports and recommendations to the Board for consideration, but they may not vote on the final adoption of those recommendations by the Board.
- **Closed Sessions:** At the discretion of the Board, ADs **may be invited to participate in closed meetings** where their expertise or input may be required.

III. Administrative Roles & Officers

- **Officers:** ADs may be elected by the Board to serve as **Secretary or Treasurer**. They are ineligible to serve as Chair or Vice-Chair.
- **Expenses:** ADs are entitled to reimbursement for mileage and documented business expenses to the same extent as Directors.

IV. Appointment Process & Terms

- **Eligibility:** The District may seek individuals with specialized expertise or a demonstrated interest in conservation. Candidates are encouraged to attend several board meetings prior to appointment.
- **Selection:** Directors shall suggest candidates to the **Personnel Committee**, which will review the candidates and provide recommendations to the BOD for official appointment.
- **Term Cycle:** AD appointments follow a **one-year cycle**. To maintain consistency, all current terms expire on **December 31st** and are to be re-appointed each year, regardless of the date of initial appointment.
- **Succession:** Retiring Directors are invited to transition to an AD role. ADs in good standing shall be considered primary candidates for any mid-term Board vacancies.

V. Resignation

- **Notification:** should an AD become unavailable to perform their duties during their term and wish to resign, it is requested that they provide a written statement containing their last day of service and present it to the Board Chair and Board Secretary at least 30 days prior (if able) to resignation.

Accepted into policy by Board motion on: ____/____/____

A Proposal For

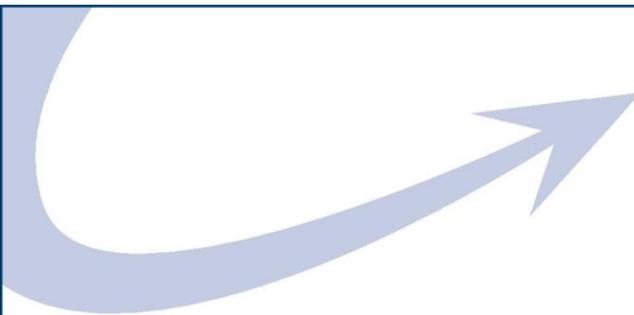


Lord Fairfax Soil and Water



Fast Forward
Office Technology

www.VAbusinesssystems.com



Fast Forward Office Technology

January 21, 2026

Lord Fairfax Soil and Water Conservation District
722-B East Queen St
Strasburg, VA, 22657

Dear Sarah Flemming,

Thank you for considering Virginia Business Systems, a SWaM certified company, for your document technology solutions.

Included in this proposal is a Xerox C8235 Copier. This unit comes standard with 4 paper trays, color printing and scanning.

After looking at your average monthly usage for mono and color printing, I made a small change to the maintenance portion of the agreement. Currently, you pay for 10,000 mono prints per month but are only averaging around 700. To eliminate any chance of leaving unused prints on the table, under this new agreement, you will only be charged for the exact number of mono and color prints you make.

The maintenance agreement still includes all toner, parts and service.

Thank you for the opportunity to present this quote and we look forward to our continued partnership.

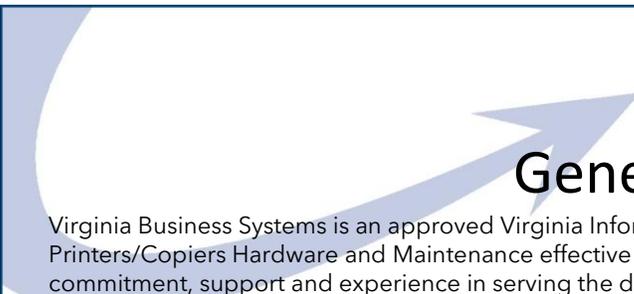
Regards,

CJ Morton

Account Manager
Virginia Business Systems

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Fast Forward Office Technology

General Information

Virginia Business Systems is an approved Virginia Information Technologies Agency (VITA) vendor holding a contract for Printers/Copiers Hardware and Maintenance effective November 2019. Since 1993, we have been proud of our longstanding commitment, support and experience in serving the document management, copying and printing needs of the Commonwealth of Virginia. We look forward to providing the latest in document technology to the Commonwealth for this contract.

Virginia Business Systems is focused on providing the best for our clients. We are also committed to our employees and the communities we serve. With active involvement in our communities, local ownership and management, the highest ethical standards and an outstanding work ethic, VBS is proud of our reputation. These traits make us a natural choice for organizations that want to deal with a partner who is responsive, growth oriented and focused on the customer. Our manufacturers and clients have recently awarded us the following:

- Better Business Bureau Accredited Business
- HP Dealer
- Konica Minolta Platinum Elite Dealer
- HP MPS Premier Partner
- Konica Minolta ProTech Dealer
- Virginia Business Best Places to Work
- ENX Magazine 2020 Elite Dealer

Virginia Business Systems has branches in Richmond, Tidewater, Charlottesville, New River Valley, Roanoke, Lynchburg, Staunton and Winchester. VBS is also partnered with Konica Minolta branches in Arlington, Virginia Beach, Marion and Danville to support the entire Commonwealth. After all, it's not only part of our commitment; it's part of our name.

1. Vendor Information

Virginia Business Systems
Attn: VITA Contract Administrator
9899 Mayland Drive
Richmond, VA 23233
Phone: 804 270 7003
Fax: 804 270 7677
Email: clientsupport@vabs.net
FEIN: 231672672
www.vabusinesssystems.com
SWaM Certification #: 664632

2. Delivery

Delivery will be made within thirty (30) days or sooner after receipt of order.

3. Inquiries

All inquiries regarding shipping, billing, delivery and purchase order status should be directed to Virginia Business Systems VITA Contract Administrator at:
Virginia Business Systems
VITA Contract Administrator
9899 Mayland Drive
Richmond, VA 23233
Phone: 804 270 7003
Fax: 804 270 7677
Email: clientsupport@vabs.net

4. Rental Agreements

Each copier, printer or MFP ordered can be rented for twelve (12), thirty-six (36), forty-eight (48), sixty (60) month terms; (some models available for 72 or 84 months), beginning at acceptance and any extension(s) thereto allowable pursuant to this contract.

5. Maintenance Service

Maintenance for full service and supply coverage is included for a set quantity of copies/prints per month based on equipment selected for rentals. Excess monochrome copies (referred to as overages) and all color copies will be billed in arrears based on actual usage for the invoice period. The monthly rental fee, purchased maintenance, overage and color click charges include normal operating supplies, including but not limited to toners, developers, fusing rollers, fuser oil, PM kits, staples or any item required to make the machine run. Normal operating supplies DOES NOT INCLUDE paper or transparencies.

Confidential: Property of Virginia Business Systems • 1/21/2026 (Valid for 30 days)

Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of EBS or VBS

Fast Forward Office Technology

Proposed Solution – VITA State Contract



Products Included

Qty.	Make/Model	Description
1	Xerox AltaLink C8235 with high-capacity tandem tray	Xerox AltaLink C8235/ENGH2
1	Xerox	AltaLink C8235 Digital License

Fast Forward Office Technology Rental Summary



VIRGINIA
IT AGENCY

Total Monthly Payment:

\$208.56

Term of 36 Monthly Payments

Prints/Images Included

Additional Prints/Images

Mono: 0

Mono: 0.0131

Color: 0

Color: 0.0479

Copies can be added as base for mono and color at later date

*Please note - If Managed Print Services (MPS), it should be noted on the PO with an accompanying signed Statement of Work (SOW).

Program Includes:

- Maintenance Program - includes all equipment, service, & supply costs (everything except paper)
- Installation, Delivery, and Training

Service Agreement Includes:

- All Parts, Labor and Travel Time
- Preventative Maintenance
- 4 Hours Average Response Time
- Unlimited First Pass (Help Desk) Assistance

On Purchase Order Please Include:

- Lease term or purchase
- Monthly payment or purchase price
- Delivery Location / Bill to Location
- Equipment Model & Maintenance Segment
- VBS Contract Number: #VA-191121-VBS
- VBS Address: Virginia Business Systems, PO Box 660831, Dallas, TX 75266-0831

Please Include Removal Letter if Applicable:

- Authorizing Virginia Business Systems to install a new copier per a Purchase Order, please state current device identification number and department etc.
- Credit Card Authorization Form
- Instructions and samples of the above documents are per the email packet from Procurement

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Implementation Schedule

- ___ Authorize paperwork and order equipment
- ___ Delivery and setup of new equipment
- ___ Conduct training
- ___ Follow-up training as needed
- ___ Finalize implementation with delivery & acceptance
- ___ 45-day onboarding review

