

Board of Directors, Board Packet 7/9/2026



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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

July 9, 2026

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

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

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

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY27 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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 26 (2025-26) Annual Report:**
Date Presented: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

- **FY27 (2026-2027) Annual District Budget:** Date Approved: __ 6/11/2026 _____
- **Dedicated Reserves:**
Board Approval Date: _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: __ 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): __ 5/26/2026 _____
- **Review/Update Personnel Policy:** _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: __ 1/14/2026 _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

- **Secondary Considerations Approved:**
DCR: submitted; _____ ; approved by Sara Bottenfield _____ SWCD Board: _____
- **Average Cost List:**
Submitted to DCR: _____ SWCD Board Approved: _____

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
July 9, 2026
Agenda**

**LFSWCD Chair Report
Joan Comanor**

I was without internet for 40 hours this weekend and have an insight into what withdrawal feels like! Fortunately, I am back online until the next time! We start the new year with budget details still somewhat undefined but should have a challenging VACS funding level once again and VCAP has been funded as well. Thanks to Madison, we have a terrific candidate to replace Jason Bushong as an Associate Director in Charles (Chuck) French, pending board approval. There are still forms to complete, reports to be done to close out the program year just ended, and then updates to be provided to our local jurisdictions. Thus far, Jack Owens is irreplaceable, but hopefully not for long!

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the May & June 2026 Bank Statements; these appear to be correct and accurate.
- Please review the Financial Report(s) for motion.

• **Motion: to accept the Financial Report(s) as presented for audit.**

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

- A big THANK YOU to staff for all their help while I was out on medical leave.
 - We have an excellent team!
- The Armada is scheduled for repair the w/o 7/13/2026

Monthly Happenings:

- Vacancy items
- Correspondence with ALLSTATE for accident claim (Armada).
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Account Reconciliation, Monthly Reports.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- JLARC Survey

Office closings:

**Conservation Programs Manager
Dana Gochenour**

Training

- 6/17- VACS update webinar

Promoting BMPs

- Met with T. Gano to collect SL-1 bills. Calculated reimbursement and processed folder for payment. (Frederick Co.)
- With Olivia, met with C. Kempson to discuss CCI and buffer tree planting. (Borden Marsh Run, Clarke Co.)
- Staff meeting to update average cost list
- Accompanied Tim Abbott (VDACS) on an ASA visit in Shenandoah Co.

- Reviewed multiple stream crossing designs for Madison
- Assisted with fence staking at Clagett SL-6W (Wheat Spring Branch, Clarke Co.)
- With Olivia, met with a Warren Co. landowner to discuss potential SL-6W and tree planting (Passage Creek)
- Reached out to previously interested landowners ahead of the beginning of FY27
- Communication with D. Gardner regarding her proposed stream fencing project (springs, Shenandoah Co.)
- BMP Verification Inspections with Debbie Cross, DCR across Shenandoah, Frederick, and Clarke Co.
- Updated Carryover practices in Tracking
- Updated verifications in Tracking and issued verification follow up letters

Staff Relations

- Compiled and published June Board packet
- Attended NRCS local workgroup meeting
- Collected applications for the Program Support Specialist vacancy

Also this month:

Senior Conservation Specialist

Nick Livesay

Training

- Annual VACS Training Webinar – DCR

Promoting BMPs

- Visit with potential FR-1 in Clarke County with DOF, PEC
- Whetzel (WP-4SF: Shen. Co.) correspondence with producer regarding construction
- J. Bowman (SL-6W: Trib. to NFSR) stream crossing as-built survey w. Madison & Ben
- Preliminary calculations and estimates for a potential dairy lagoon in Clarke County
- Visit with potential SL-6W (Swover Creek) in Shenandoah County
- Correspondence with potential EAN/Failure of practice with SL-1 producer
- Visit with potential SL-6W/FR-3 (Eishelman's Run) in Shen. Co. with Maili
- Romero (SL-6W: Mulberry Run, Shen. Co.) water system design
- Jenkins (SL-6W: Spring Pond, Shen. Co.) correspondence re: project
- Final cover crop checks for kill down
- D&M Farm (NM-1A: Shen. Co.) file completion and payment
- Koon (WP-4B: Clarke Co.) mid construction visit with Ben
- Mid-construction piggyback visits with NRCS engineering (3 farms in Shen. Co.)
- Holy Cow Delivery (SL-6W: Froman's Run, Fred. Co.) correspondence re: well and electric
- Foltz Farm (SL-6W: Liberty Run, Shen. Co.) mid-con survey of T&W with Madison
- Clagett (SL-6W: Wheat Spring Branch, Clarke Co.) fence staking with staff
- Simmons (WP-4: Shen. Co.) reviewed AWMS plan
- Bushong (SL-1: Shen. Co.) coverage check for reimbursement with Brett
- Visit with potential SL-6W (Stoney Creek) in Shenandoah County
- Visit with potential WP-1 in Shen. Co. (Swover Creek) with Ben, DCR Engineering, NRCS
- Correspondence with potential FR-3 (Dog Run, Clarke Co.)
- Completed final Carryover Report updates for my projects
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Correspondence with Haily (VASWCD) re: potential ISR with Olivia

Other Relations

- Processed cost-share and operations checks with Madison
- Conservation Speed Dating outreach event in Fort Valley with Madison
- CTC Meeting 6/4/26
- Board Meeting 6/11/26

Conservation Specialist Madison Coffey

Training:

- Silvopasture Establishment – 6/16/2026
- VACS Updates – 6/23/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- As-built stream crossing survey with Nick and Ben on 6/2/2026 for Bowman (Shen: SL-6W). Sent documentation to DCR for review and approval.
- Follow-up meeting with Ben, Brent, and Maili (NRCS) on 6/10/2026 to meet with the Longs and discuss their potential piggyback project. Sent follow-up information to the DCR Engineering team for approval.
- Site visit with Raleigh (DCR) and multiple NRCS Staff on 6/17/2026 to implement corrections to stream crossings for Barham (Fred: SL-6W).
- Site visit with Nick on 6/18/2026 to survey mid-construction of trail and walkway for Foltz (Shen: SL-6W). Provided survey documentation to DCR for review and approval.
- Pre-construction meeting on 6/18/2026 for stream crossing for Bowman (Shen: SL-6W).
- Fence staking and pre-construction meeting for the stream crossing with Dana, Nick, and Brett on 6/22/2026 for Clagett (Clarke: SL-6W).
- Initial site visit with Olivia and Maili (NRCS) on 6/24/2026 for a potential stream exclusion project in Shenandoah County.
- As-built inspection with Ben on 6/29/2026 for O'Brien (Warren: SL-6W). Completed as-built documentation and began reimbursement breakdown.
- Site visit on 6/30/2026 to deliver check and get paperwork signed for Boyer (Fred: FR-1).
- Reviewed bills and processed reimbursements for multiple projects to close out the program year.
- Pulled carryover report for review and approval.

Other Activities:

- CTC Agenda Prep – 6/1/2026
- Staff Meeting for ACL and Secondary Considerations Discussion – 6/2/2026
- CTC Meeting – 6/4/2026
- Leadership Class (Ag and Tourism) – 6/5/2026
- Board Meeting – 6/11/2026
- Conservation Speed Dating (Fort Valley) – 6/25/2026

Conservation Specialist Ben Loyd

Training:

- Silvopasture Training – 6/16
- VACS Programs Update Webinar – 6/17

Promoting BMPs:

- Check drop off and part III signature for completed SL-10 – Shenandoah County
- Stream crossing survey with Madison for approved SL-6W – Shenandoah County

- Fence staking and mid-construction check with Nick for approved SL-6W – Frederick County
- Follow up stream crossing survey with Madison for approved SL-6W – Shenandoah County
- As-built inspection and documentation and bill breakdown for approved SL-6W – Clarke County
- Water system review with Nick for approved SL-6W – Shenandoah County
- Follow up visit with Madison and NRCS for approved WP-4 – Shenandoah County
- In office meeting with NRCS and producer for potential WP-4s – Shenandoah County
- Check drop off and Part III signature for completed SL-6W – Clarke County
- As-built water system review for completed SL-6W – Shenandoah County
- Water system design for approved SL-6W – Shenandoah County
- Check drop off and Part III signature for completed SL-6N – Clarke County
- Mid-construction check with Nick for approved WP-4B – Clarke County
- As-Built inspection for approved SL-6W – Warren County
- Follow up visit with Nick, NRCS, NRCS engineering team and DCR engineering team for potential WP-1 or WP-3 – Shenandoah County
- File completion for several different completed projects

Other Activities:

- Average cost list/secondary considerations meeting with staff
- CTC Meeting – 6/4
- Board Meeting – 6/11
- Annual Leave 6/22-6/26

**Conservation Specialist
Brett Ramer**

Training:

- Silvopasture Fundamentals training in Stanardsville, VA – 6/16
- PY27 VACS Updates Webinar – 6/17

Promoting BMP's:

- Cover Crop kill down checks w/Nick (Shenandoah County)
- VCAP Certification Visit w/Lisa (Frederick County)
- Pre-Construction meeting w/Madison, Nick, and Dana (Clarke County)
- SL-1 applicant correspondence (Shenandoah County)
- Entering information into CAS regarding carryover projects
- Water System Design Work (Frederick County)

Other Activities:

- Average Cost List Meeting w/staff – 6/2
- CTC Meeting – 6/4
- District Board Meeting – 6/11
- Local Work Group Meeting – 6/11
- Correspondence with DCR about attending Introduction to Conservation Engineering training – will be taking place on 7/14-7/16
- Email correspondence with SWCS for participation in the Annual Conference
- SWCS Volunteer Orientation video
- Email correspondence with VA Chapter of SWCS
- SWCS Emerging Leaders Program Wrap-up webinar – SWCS
- VA Chapter of SWCS Executive Council Meeting

**Conservation Specialist
Olivia Donachie**

Trainings/Conferences:

- RUSLE2 Part C Trainings 6/8 & 6/17
- VA Silvopasture Training in Stanardsville 6/16
- VACS Update Training 6/17

Promoting BMPs:

- Part 2&3 signatures and checks delivered/mailed to wrap up PY26 projects
- Follow up visit for potential SL-6, FR-3 and Stream Bank Stabilization in Clarke County with Dana 6/10
- Initial visit for potential SL-6 in Warren County with Madison 6/24
- Initial visit for potential SL-6 in Warren County with Dana 6/25
- Participant correspondence and map making for initial site visits
- Correspondence with VCAP staff to help with a project application
- Studied materials to learn more about VCAP programs/projects to take over for Lisa

Other Activities:

- Updated Average Cost List as a staff 6/2
- Seven Bends Summer Camp with Ally 6/3
- CTC Meeting 6/4
- Belle Grove Garden Fest tabling with Lisa 6/6
- Board Meeting 6/11

**Program Support Specialist
Lisa Parks**

Promoting BMPs:

- Processed in CAS tracking the 8 BMPs approved at the June board meeting and delivered approval letters with Part IIs and specifications to participants for signature.
- Started the twenty 2027 End of Lifespan verifications – sent letters to participants, created folders with plan maps, and created a master map of BMP locations to help organize visits.

VCAP:

- June 10, 2026: Inspected the completed rainwater harvesting project in Frederick County. System was installed using all VCAP standards so I will be submitting for payment in July.
- June 11, 2026: Submitted impermeable pavement removal VCAP project approved by our board to the state and we are waiting on state approval status.
- Provided written and verbal notification to the Alliance for the Shenandoah Valley that their project was approved by the state in May and they can begin work.

Other Activities:

- CTC Meeting June 4, 2026
- Board Meeting June 11, 2026
- Vacation June 15-26

**Education & Conservation Specialist
Allyson Ponn**

Education:

- JR Rangers Camp x 2 (6/1-5, 6/8-12)
- James Wood FFA ENR Training
- Launch into Summer @ SBSP
- BREGS Water Quality Program

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Annual Plan of Work Updates
- Strategic Plan Updates
- BMP Outreach meeting with FNFSR
- Area 1 Quarterly Report

Promoting BMPs:

- Conservation Speed Dating prep, Fort Valley Planning
- Cover crop verification
- Cover crop payment processing

Office:

- CTC and Board meeting
- June Board meeting minutes

VACDE/Training:

- VACS Overview Webinar
- Graves Planning + Agenda/Registration
- VACDE Report for VASWCD
- VACDE Beals Request meeting + letter
- VAEE Criteria 6 write up + approval

**Conservation Technical Committee
Mary Gessner**

- CTC Motions will be presented/reviewed during the Board meeting.

Motions: will be made for necessary items.

**Dam Safety & Conservation Easements
Jim Fagan**

- No items to report.

**Education & Information
Joan Comanor**

- Nothing to report.

**Legislative Committee
Paul Burkholder**

- Our budget for 2027 restores \$25 million for dam rehab, holds admin/ops funds level, restores VCAP funding from \$0 in the Governor's introduced budget to \$4 million, and fully funds the VACS program at historic funding levels again in alignment with the ag needs assessment.
- Please view the attachment for more information.

**Personnel
Joan Comanor**

- We will be interviewing candidates to replace (as best as possible!) Lisa Parks.
- Thanks to Sarah for getting the paperwork completed for re-appointing Jim Fagan as at-large as well as replacing Bobby Clark with Cynthia Fairbanks as the Extension Rep on our Board.

Operations

Justin Mackay-Smith

- No new activity.

Northern Shenandoah Valley Regional Commission

Mary Gessner

- No new activity to report. Next meeting is scheduled for August 20, 2026.

Shenandoah County Water Resources Advisory Committee

Joan Comanor

- Committee meets on July 8 with data center ordinance looming large.

Shenandoah Pure Water Forum

Vacant

- .

Natural Resources Conservation Service (NRCS)

Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)

Debbie Cross

Happy New Year! We have an approved state budget!

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- VA Soil and Water Conservation Board will meet on 7/24/26 to approve FY27 policies and grant agreements. **No cost share approvals should occur before FY27 allocations and policies are approved.**
- The final state budget restored \$4M for VCAP maintaining the program's current level funding; restored \$25 M for major dam rehabilitation projects; and provided VACS funding consistent with the FY27 Needs Assessment.
- **FY27 Grant Agreements will be delayed.** Please approve & sign FY27 Grant Agreements as soon as possible and return them to your CDC. I encourage **delegated authority to be provided to the Board Chair to expediate the process.**
- **FY26 4th Qtr. and End of Year Attachment E and Related Financial Report Reviews – Due 07/15/26:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, the 4th qtr. reports are to include the FY26 Attachment E “roll-up”, Year-End Cash Balance Report, and Carryover Reports. Instructions for completion were sent to SWCD staff via email on 5/15/26.
- **Initial disbursement letters** will be transmitted on 7/30/26. Districts will receive 50% of Admin Ops funds, 100% of Base TA and Dam Maintenance funds and any remaining 2026 VACS & associated TA for cost share obligations made by 6/15.
- **FY26 Self-Assessment Questionnaire Due on or before 07/15/26:** Administrative and/or managerial staff submit the questionnaire with the assistance of technical staff providing data. FY26 Assessments will not be presented until August or September board meetings.
- **FY27 Budget:** District budgets should be approved as soon as possible.
- **Dedicated Reserves:** On page 14 of the 2026 *Desktop Procedures for District Operations* is guidance regarding Reserve Fund Balances. “Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.” **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY26, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter1 of FY27 so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **FY27 Annual Plan of Work:** Should be board approved in July if it hasn't been approved yet.
- **FY26 Annual Report:** Complete by 9/30/26 & encourage use for public relations with local governments & partners.
- **Upcoming Audits:** Culpeper, Loudoun, Northern Virginia, and Thomas Jefferson SWCDs are scheduled for a financial audit for FYs 25 & 26. Robinson, Farmer & Cox will be contacting districts to schedule audits for late 2026. These same districts will undergo a VACS Administrative Cost Share file audit covering the same two fiscal year periods later this fall.

At-Large Appointed Director terms expire 12/31/2026. Directors. SWCD boards must act on At-Large Director appointment recommendations no later than July/August SWCD Board Meetings as reappointment packets are due by September 1st to DCR for consideration by the VSWCB at their September Meeting. **Please submit packets to your CDC for review before the deadline.**

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

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

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

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

AG & COST SHARE ITEMS:

- **Delegated Authority:** If delegated authority was granted in June for cost share actions, the district **board MUST ratify all delegated authority decisions at the July meeting.**
- **PY27 CAS Updates** scheduled July 16 1:00 PM and July 23 10:00 am. Required training for CAS users.
- **Keep CAS AgBMP Tracking Module Data Updated:** All data entry should be completed and accurate by **07/15/26**. Utilize the reports that are available on the Reports>Emailed Reports page within CAS. Especially, under the QA section on that page. There are many Logi reports like the BMP Summary report that are helpful.
- **PY26 Carryover Correspondence to Participants:** Remember to mail carryover participants an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.
- **PY 2027 Virginia Agricultural Cost-Share Manual:** The PY 2027 VACS manual was posted online 7/1/26 and will be printed after the July VSWCB meeting. Each SWCD office will receive one printed copy.
- **PY 2027 Secondary Considerations:** Requires DCR & SWCD approval and must be submitted for review/approval to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager w/copy to CDC. Must be DCR approved before any PY27 contracts are approved by the district.
- **PY 2027 Average Cost List:** Must be submitted to Sara Bottenfield w/copy to CDC. Requires SWCD board approval before any PY27 contracts are approved.

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

Area II Legislative Development Zoom Meeting - August 6, 8:30 am. Member districts should email legislative items by **July 15 to Area II Chair Peter Holden at pete.holden347@gmail.com (copy to your CDC)** Participants must **preregister in advance for this meeting:** <https://us02web.zoom.us/j/84461212693> Login details will follow after registration.

UPCOMING DATES TO REMEMBER:

July 10: Potomac Council & Potomac Watershed Roundtable Meetings (Virtual), Loudoun host

July 15: End of Year (EOY) Reports due to DCR (Cash Balance & Carryover Reports; Att Es and Financials)

July 15: Deadline for Area II member District's Legislative agendas to Area II Chairman, Peter Holden w/copy to CDC

July 16: PY27 VCAP Updates 2:00 pm Click [HERE](#) to add the zoom meeting to your calendar

July 16: PY27 CAS Update 1:00pm-3:00 (required of all Ag Tech staff) login details to follow

July 23, PY27 CAS Update 10:00am – Noon (required of all Ag Tech staff) login details to follow

July 24: VA Soil & Water Conservation Board, 11:30 am VA Transportation Research Council, 30 Edgemont Rd, Charlottesville

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

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

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

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

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

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

Oct 9: Potomac Council & Potomac Watershed Roundtable meetings (in person), John Marhsall host

CDC Report sent to districts 7/1/2026

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)

Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)

Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

- The Virginia Department of Environmental Quality (DEQ) released the Draft 2026 305(b)/303(d) Water Quality Assessment (Integrated Report) on June 15, 2026, for public comment. The Integrated Report combines both the 305(b) Water Quality Assessment and the 303(d) List of Impaired Waters. Both are required by the Federal Clean Water Act and the Virginia Water Quality Monitoring Information and Restoration Act. The report is available for download on our website at: <https://www.deq.virginia.gov/water/water-quality/assessments/integrated-report> throughout the public comment period, which will end July 15, 2026.

A public informational webinar summarizing the Integrated Report is scheduled for July 7, 2026, at 10 am. The public is invited to submit questions pertaining to the report during this event. All submitted questions will be addressed in a comment response document that will be subsequently posted on the DEQ webpage. To register, visit: <https://attendee.gotowebinar.com/register/3316014275307480921>.

As required by EPA's *2022-2032 Vision for Clean Water Act Section 303(d) Program*, the 2026 Integrated Report also includes Virginia's 303(d) Program Prioritization Framework, which describes long-term planning priorities for water quality restoration. Sections 6.1 and 6.2 outline DEQ's priorities and approach to the 303(d) Program. Appendix 8 includes a listing of impaired waters prioritized for Total Maximum Daily Load or Advance Restoration Plan development through 2028.

Written comments on the Draft Integrated Report can be sent to: Sandra Mueller, DEQ Water Monitoring and Assessment Program, at P.O. Box 1105, Richmond, Virginia 23218 or via e-mail deqecology@deq.virginia.gov. Please include your name, (U.S. mail) address, telephone number, and e-mail address.

- DEQ VRO Agriculture Program Update:
 - We continue to do as many on-farm inspections as possible. Strict biosecurity is followed and no more than one poultry farm on-site visit may occur in a 24-hour period. All other scheduled inspections are focused routines that involve only records review.
 - The VRO Ag Program has an inspector retiring August 1st, 2026. We hope to hire a qualified candidate sometime this fall.
 - Water withdrawal reporting continues to be a topic of discussion as we perform inspections. At inspections VRO Ag hands out water withdrawal information and contacts for further discussion of the requirements with permittees. There is interest in the water withdrawal program attending events and doing outreach for all agriculture sectors, not just the ones permitted with DEQ. Here is a link to the water estimation tool that farmers can use to plug in animal numbers to

see if they are required to report or if reporting remains voluntary: <https://datascience.deq.virginia.gov/Water-Budget-Estimation/>

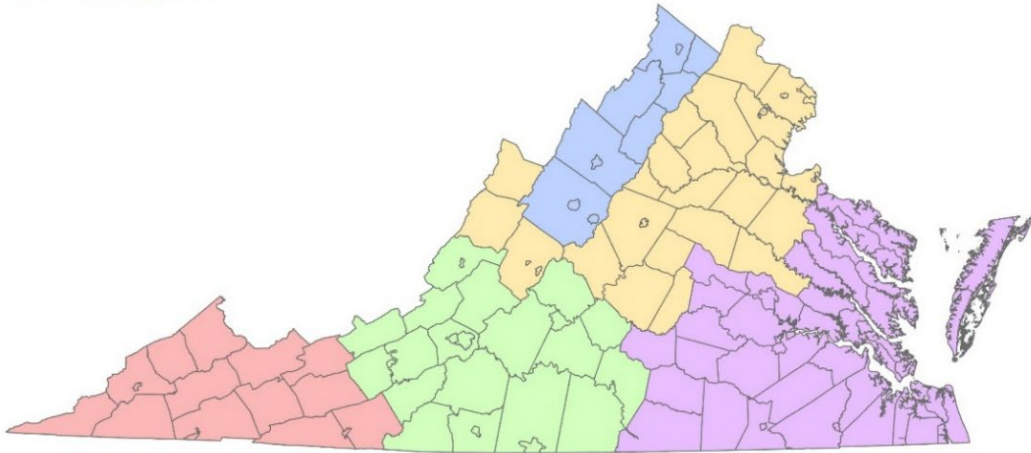
- The Avian Flu Taskforce plans to conduct a tabletop exercise in July to train individuals interested in building compost piles for a possible outbreak.
 - There is a lot of interest in the Valley Region for turkey growers exploring mortality handling using a Dehydrator. It is an option for operations that have larger bones such as turkey growers because it produces a dry, relatively virus/bacteria free material that is more marketable than just composting mortality in compost bins. Some other options for poultry producers include incinerators, in-line rotary drum compost units and in less frequent situations they can take them to a landfill. Landfills require pre-planning and notification with some required forms and are used mainly for large mortality events. Rendering was used in the past in our area, but the one business that took animal mortality has stopped doing so.
 - Poultry companies continue to expand and/or replace housing in the valley region. We seem to always have several facilities in the permitting process. Just a reminder that if anyone encounters a proposed poultry farm expansion with new houses or a totally new facility under construction, have them contact DEQ to begin the required permitting process. If a farm proposes to raise 11,000 or more turkeys or 20,000 or more chickens, they are required to have a permit with DEQ.
- The DEQ Clean Water Financing and Assistance Program (CWFAP) Staff attended the VASWCD Area I Spring Meeting on March 24, 2026. CWFAP Staff presented on the Ag BMP Loan Program for the VACS Program Year updates June 17 & 23, 2026. The CWFAP Staff plan to present at Graves Mountain for the 2026 VACDE Annual Training. This will be an in-depth presentation on the Ag BMP Loan program.

Below is the CWFAP Agricultural Loan Dashboard as of **June 23, 2026**, and the CWFAP Staff contact map. Megan O’Gorek and Phil Davis are the Ag BMP contacts for the SWCDs in the DEQ VRO region.

Application Status	Total Number	Total Value	Average	Median
Application Pending	6	\$ 374,249.20	\$ 62,374.87	\$ 48,863.13
Conditionally Authorized	65	\$ 16,478,589.83	\$ 253,516.77	\$ 190,335.98
Not Authorized	1	\$ -	\$ -	\$ -
Application Withdrawn	93	\$ 15,298,673.72	\$ 164,501.87	\$ 115,000.00
Inactive	7	\$ 1,076,759.64	\$ 153,822.81	\$ 101,656.06
Credit Approved	11	\$ 2,130,566.00	\$ 193,687.82	\$ 161,000.00
Credit Not Approved	11	\$ 1,739,282.78	\$ 158,116.62	\$ 106,500.00
Loan Approved	1	\$ 64,800.00	\$ 64,800.00	\$ 64,800.00
Loan Closed	79	\$ 16,392,155.05	\$ 207,495.63	\$ 172,327.50
Loan Closed with PF Granted	2	\$ 884,235.22	\$ 442,117.61	\$ 442,117.61
Project Complete	201	\$ 37,694,363.52	\$ 187,534.15	\$ 132,117.75
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	43	\$ 5,250,793.77	\$ 122,111.48	\$ 65,210.00
Equipment Purchase Complete	25	\$ 2,032,970.00	\$ 81,318.80	\$ 39,500.00
PF Granted SWCD	23	\$ 402,614.44	\$ 17,504.98	\$ 33,375.00
Total PF Granted to Producers	16	\$ 1,269,907.58		
Total Applications	582			
Total Active Projects	164			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 63,919,996.59		
Total PF Granted		\$ 1,617,185.68		
Total Repayments		\$ 24,966,347.48		



Virginia Department of Environmental Quality
Clean Water Finance & Assistance Program
Ag BMP Contacts



- Autumn Matney: autumn.matney@deq.virginia.gov, (276) 608-8841
- Deanna Austin: deanna.austin@deq.virginia.gov, (757) 763-9429
- Drew Miller: richard.miller@deq.virginia.gov, (540) 759-8410
- Megan O'Gorek: megan.ogorek@deq.virginia.gov, (540) 217-7155
- Phil Davis: philip.davis@deq.virginia.gov, (540) 209-4201

May 2026

MISC.



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MINUTES

The June 11, 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
- Mark Huddleston
- Kermit Gaither
- Robert Clark

Associate Directors

- Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

- Debbie Cross, CDC/DCR
- Cynthia Fairbanks, VA Cooperative Ext.

LFSWCD Staff Members

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

Absent Directors or Staff:

- Emma Bricker
- Jason Bushong
- Paul Burkholder
- Sarah Fleming
- Reid Hoak
- Ed Pendelton

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:01 am.

Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- General discussion on filling Director and Associate Director seats for Frederick and Shenandoah counties.
- Overview of grant deliverables.



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MOTION: Board approval of the May 14 Board of Director meeting minutes as presented in the Board Packet. Motion made by Mark Huddleston, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Due to Administrative Manager’s medical leave, the May and June statements will be reconcealed in July.
- General discussion on proposed PY26 budget. Increases included scholarship finding, inclusion on Area 1 Spring meeting, insurance coverage, COLA and Merit increased for staff, totaling a 10% increase from last year.

MOTION: to Accept the proposed PY26 budget (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Mark Huddleston. Motion Passed. *some budget numbers subject to change due to pending VA finalized budget.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to Accept and file for audit the Treasurer’s Report/Documents and meeting minutes/documents for May 2026 (as presented in the Board Packet). Motion made by Robert Clarke, seconded by Mark Huddleston. Motion Passed.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Board Secretary/Administrative Manager: Sarah Fleming

- Medical leave. Written report reviewed.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

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

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted completing the JLARC staff survey.
- General discussion on ASA Complaint process, technical assistance provided and stocking rates.



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Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Noted most of staff time being filled with closing projects before 6/30 deadline.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of project payouts.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Spoke of initial site visits and verifications completed.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Reviewed trainings, outreach events and meetings attended.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- Highlighted Dams EAP process, VCAP updates and completing resource concerns.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Provided update on Cover crops, Envirothon and potential outreach events. General discussion on “Conservation Speed Dating”.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion 1:	Motion to recommend the board approve all tax credits as presented on the agenda							
CP-13-25-0039	13-25-0097	649338	Clarke/Stream Exclusion with Narrow Buffer	SL-6N	\$	4,781.25		
CP-13-23-0018	13-24-0081	583895	Fred./Afforestation of Hayland	FR-1	\$	226.11		
CP-13-26-0032	13-26-0111	737165	Fred./Extension of a Grazing System	SL-7	\$	978.75		
CP-13-26-0032	13-26-0111	737149	Fred./Stream Exclusion with Narrow Buffer	SL-6N	\$	4,846.48		
CP-13-24-0009	13-24-0014	584633	Fred./Afforestation of Hayland	FR-1	\$	97.98		

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 2:	Motion to recommend the board approve sending contract 13-26-0014 WP-4C and WP-4 to the Variance Committee for review.							
CP-13-26-0011	13-26-0014	712451	Shenandoah Animal Mortality Facility	WP-4C	\$			93,885.00
CP-13-26-0011	13-26-0014	712450	Shenandoah Animal Waste Management	WP-4C	\$			252,146.40

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 3: Motion to recommend the board approve cost share increase for contract 13-26-0014 WP-4C and WP-4 pending Variance Committee approval.												
CP-13-26-0011	13-26-0014	712451	Shenandoah	Animal Mortality Facility	WP-4C						\$	52,407.30
CP-13-26-0011	13-26-0014	712450	Shenandoah	Animal Waste Management	WP-4C						\$	3,176.25

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 4: Motion to recommend the board approve cost share for CCI SL-6W 13-26-0119 instance 738212.											
N/A	13-26-0119	738212	Shenandoah	Stream Exclusion with Wide Width	CCI-SL-6W	High	125	24.11	N	\$	6,282.50

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 5: Motion to recommend the board approve cost share for CCI SL-6W 13-26-0119 instance 738869.											
N/A	13-26-0119	738869	Shenandoah	Stream Exclusion with Wide Width	CCI-SL-6W	High	125	24.12	N	\$	5,675.00

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 6: Motion to recommend the board approve cost share for NM-3C 13-26-0121.											
N/A	13-26-0121	738397	Shenandoah	Sidress Application of Nitrogen	NM-3C	High	87	47.38	N	\$	199.50

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 7: Motion to recommend the board deny cost share for contract 13-26-0122 SL-6W due to excessive cost and minimal conservation benefits.											
CP-13-26-0038	13-26-0122	738598	Shenandoah	Stream Exclusion with Wide Width	SL-6W	High	43	16.55	Y	\$	101,289.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 8: Motion to recommend the board approve increase for both instances of SL-1s for contract 13-25-0010.										
	13-25-0010	593075	Frederick/ Long Term Veg. Cover	SL-1	Low	72	39.58		\$	699.83
	13-25-0010	593362	Frederick/ Long Term Veg. Cover	SL-1	Low	72	33.78		\$	1,537.52

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 9: Motion to recommend the board approve contract 13-21-0022 SL-1 as a Failure Due to Unknown Causes										

- Discussion on EAN vs failure due to unknown causes. This allows DCR to make final determination, not LFSWCD staff.
- Discussion on process moving forward.

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 10: Motion to recommend the board approve draft Average Cost List as presented.									
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 11: Motion to recommend the board approve draft secondary considerations and ranking spreadsheets as presented.									
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 12: Motion to recommend the board delegate authority to the CTC Chairs and Board Chair to approve any cost share and tax credit related items between the June and July board meetings.

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 13: Motion to recommend the board approve the remainder of the CTC minutes as presented.

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 14: Motion to recommend the board approve cost-share for contract 13-26-0071									
13-26-0071	739081	Shenandoa	Sidedress Appl	NM-3C	H	89	31.30	N	\$1,124.60
13-26-0071	739079	Shenandoa	Manure Injection	NM-6	H	81	30.81	N	\$4,575.60
13-26-0071	739080	Shenandoa	Manure Injection	NM-6	H	77	34.59	N	\$3,225.60

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 15: Motion to recommend the board forward VCAP contract 13-26-005 to VCAP Steering Committee for approval.									
13-26-005	Frederick	ISR	\$	2,750.00					

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Dam Safety & Conservation Easements - Jim Fagan

- Lauke Laura and Bird Haven Dams Emergency Action Plan (EAP) has been updated and finalized. Plan is good for 6 years.
- Jim and Olivia listened in on the DCR Dam Owners Meeting.
- Remote monitoring is being updated across the state and we expect new equipment for the LFSWCD dams in the next couple months.



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Education & Information – Joan Comanor

- Provided update on education numbers for the year and Envirothon updates.
- Mentioned Annual Report will be published in August.

Legislative – Paul Burkholder

- State budget approval anticipated. House and Senate coming back into session. Governor’s approval also needed.
- Soil and Water Board will meet on June 17th and will act on Board of Director and Dam updates.
- Soil and Water Board plan to call a special meeting in July specifically for grant agreements, policies and VACS allocations.

Personnel – Joan Comanor

- All staff reviews completed.

MOTION: to approve the staff salary adjustments as presented in the PY27 budget (provided in the Board packet). Motion made by Mark Huddleston, seconded by James Fagan. Motion Passed.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to approve the Personnel meeting minutes from My 26, 2026 (as presented in the Board Packet). Motion made by James Fagan, seconded by Mark Huddleston. Motion Passed.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Operations – Justin Mackay-Smith

MOTION: to approve the PY27 Annual Plan of Work (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to approve the updated Strategic Plan (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed.

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>		<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		



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MOTION: to approve the Operations Committee meeting minutes from May 14, 2026 (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Marak Huddleston. Motion Passed.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to add to the written report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Noted that next meeting will discuss data centers.

Shenandoah Pure Water Forum – VACANT

- No report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Review of written report provided.
- Recently funded applications included 14 EQIP and 7 CSP projects.
 - Noted that Area 1 received \$6.5 million, with 50% going to livestock projects.
- Highlighted the upcoming Biological Farming Conference and outreach event at Jay Hafner’s farm.

Virginia Department of Conservation & Recreation: Debbie Cross

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

Virginia Cooperative Extension: Robert “Bobby” Clark

- Provided overview of the household Well Water testing program. Over 200 participants across 5 counties. Highlighted how the water testing was completed and the 28 different parameters.
- Highlighted upcoming educational outreach, including sessions on animal mortality and famacha.
- Discussion of hay loss, estimating 75% loss in first cut of hay.

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.

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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The meeting adjourned at approximately 11:37 AM.

Respectfully submitted,

Allyson Ponn Acting Board Secretary

Approved by the Board through motion on:

DRAFT

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

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

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

Conservation Technical (Urban BMP / *Technical Resource)	Dam Safety & Easements	Education/ Information	Finance	Legislative	Personnel	Operations
Gessner, M. Chair	Fagan, J. Chairman	Comanor, J. Chairwoman	Shillingburg, S. (Treas.) Chair	Burkholder, P. Chairman	Comanor, J. Chair	Mackay-Smith, J. Chairman
Mackay-Smith, J. Vice Chair	Bricker, E.	Bricker, E.	Comanor, J.	Fagan, J.	Gessner, M.	Burkholder, Paul
Buckley, R.	Burkholder, P.	Gessner, M.		Gaither, K.	Huddleston, M.	Gaither, K.
Clark, R.	Comanor, J.	Gaither, K.	**Fleming, S.	Gessner, M.	Shillingburg, S. (Treas.)	**Ponn, A.
Fairbanks, C.	Gessner, M.	Hoak, R.	**Coffey, M.	Hoak, R.	**Gochenour, D.	**Fleming, S.
Pendleton, E.	Huddleston, M.	**Gochenour, D.		**Ponn, A.		
**Gochenour, D.		**Fleming, S.				
**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				
	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.

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

* tentative dates

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

	Jul '25 - Jun 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)	917,293.98	560,000.00	163.8%
Total Income Designated Receipts	1,003,074.88	569,000.00	176.3%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	13,283.00	13,283.00	100.0%
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	70,233.00	58,133.00	120.8%
DCR Annual Operations Funds	413,183.00	413,183.00	100.0%
EOL Varification Earnings	11,000.00		
Interest Income	118,060.44	12,000.00	983.8%
Other Income			
Donations	400.00	400.00	100.0%
Refunds/Reimbursements	888.66		
Total Other Income	1,288.66	400.00	322.2%
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
Total VCAP	14,683.00		
Total Undesignated Receipts	628,448.10	483,716.00	129.9%
Total Income	1,631,522.98	1,052,716.00	155.0%
Gross Profit	1,631,522.98	1,052,716.00	155.0%
Expense			
Community Garden/Harvest Fest.	720.10	1,000.00	72.0%
Awards Banquet	3,229.71	3,000.00	107.7%
Dam Maintenance (Expenses)	4,805.81	6,000.00	80.1%
District Regular Expenses			
Board Expenses	6,343.13	15,000.00	42.3%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	250.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,617.00	5,000.00	92.3%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	377.57	500.00	75.5%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon			
Envirothon Expenditures	727.04		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	727.04	1,000.00	72.7%
Outreach Event(s)	193.54	1,000.00	19.4%
Scholarships			
District Scholarship	1,500.00	1,500.00	100.0%
Youth Conservation Camp	0.00	500.00	0.0%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2025 through June 2026

07/07/26

Cash Basis

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>% of Budget</u>
Total Scholarships	1,500.00	2,000.00	75.0%
Total Ed & Info / Public Outreach	2,798.15	4,800.00	58.3%
Insurance	4,167.00	2,000.00	208.4%
Office Expenses			
Bank Fees/Serv Charge	72.00		
IT Services & Support / Web	6,559.48	10,000.00	65.6%
Office Equipment	11,434.21	10,000.00	114.3%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,896.00	5,000.00	97.9%
Office Supplies	4,834.50	5,500.00	87.9%
Postage	1,170.97	1,250.00	93.7%
Telephone/Internet	5,834.39	6,500.00	89.8%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	34,801.55	52,750.00	66.0%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	1,909.70	2,400.00	79.6%
Staff Mileage/Training	6,643.48	7,500.00	88.6%
Staff Salaries & Benefits	758,833.55	790,350.00	96.0%
Total Personnel/Staff Expenses	767,386.73	803,850.00	95.5%
Vehicle Gas & Service	5,187.66	7,000.00	74.1%
Total District Regular Expenses	825,301.22	890,400.00	92.7%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	846,339.84	900,400.00	94.0%
Net Ordinary Income	785,183.14	152,316.00	515.5%
Net Income	785,183.14	152,316.00	515.5%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of June 30, 2026

07/07/26

Cash Basis

	Jun 30, 26
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
Total Dedicated Reserves	1,960,000.00
Operations	
DCR Operating Funds	627,630.28
Envirothon Expenses	-394.27
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,696.92
Donations	2,000.00
Total Other Income	4,696.92
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	5,997.29
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	3,879.06
Total Community Garden/Harvest Fest.	4,112.92
Total Special Projects	4,112.92
Sales/Services	2,063.70
Interest	170,316.46
Local Gov't Funds	80,656.50
Total Operations	952,374.37
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	557,208.21
Total VNRCF TA	557,208.21
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	5,335,647.76
2025 CB VACS	3,375,992.55
2024 CB VACS	1,992,618.64
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	13,725.64
2022 CB VACS	164,749.88
Total WQIA	10,954,116.70
Total Cost Share Funds	10,954,116.70
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of June 30, 2026

07/07/26

Cash Basis

	<u>Jun 30, 26</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	11,515,083.85
Unclassified	-23,577.22
TOTAL	<u><u>14,403,881.00</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,921,029.22
Cleared Transactions						
Checks and Payments - 35 items						
Check	05/26/2026	4080	John O. Hardesty & ...	X	-23,758.85	-23,758.85
Check	05/26/2026	4078	West Oaks Farm LLC	X	-16,556.98	-40,315.83
Check	05/26/2026	4079	Spring Valley Farms...	X	-16,500.00	-56,815.83
Check	05/26/2026	4092	Long Creek Farm Inc.	X	-9,582.00	-66,397.83
Check	05/26/2026	4082	Russell Orchard Inc.	X	-8,320.00	-74,717.83
Check	05/26/2026	4085	Short Hill Farms, LLC	X	-7,081.20	-81,799.03
Check	05/26/2026	4081	Woodbine Farms, Inc.	X	-5,664.00	-87,463.03
Check	05/26/2026	4088	Eric K. Bender	X	-5,281.10	-92,744.13
Check	05/26/2026	4083	Vann Enterprises LLC	X	-3,577.00	-96,321.13
Check	05/26/2026	4074	Jonathan H. Germain	X	-3,500.00	-99,821.13
Check	05/26/2026	4091	Dean A. Shillingburg	X	-2,711.60	-102,532.73
Check	05/26/2026	4077	Neubrook Properties...	X	-2,363.75	-104,896.48
Check	05/26/2026	4084	Daryl M. Bowman	X	-2,285.10	-107,181.58
Check	05/26/2026	4090	P.T. McIntire & Son...	X	-1,439.60	-108,621.18
Check	05/26/2026	4087	Thousand Hills Far...	X	-770.00	-109,391.18
Check	05/26/2026	4086	Martin J. Helsley Jr.	X	-414.20	-109,805.38
Check	05/26/2026	4089	Gary A. Lantz	X	-210.00	-110,015.38
Check	06/10/2026	4098	Blyth Farms LLC	X	-70,217.06	-180,232.44
Check	06/10/2026	4123	Mercer Vu Farms, Inc.	X	-59,457.60	-239,690.04
Check	06/10/2026	4121	Kenneth R. Unger Jr.	X	-53,085.50	-292,775.54
Check	06/10/2026	4122	Joseph T. Bailey	X	-34,811.76	-327,587.30
Check	06/10/2026	4119	Hubbel J. French	X	-32,416.00	-360,003.30
Check	06/10/2026	4120	Tovero Equine	X	-29,713.05	-389,716.35
Check	06/10/2026	4105	John O. Hardesty & ...	X	-11,411.20	-401,127.55
Check	06/10/2026	4104	Bradley Farms, Inc.	X	-9,287.10	-410,414.65
Check	06/10/2026	4101	West Oaks Farm	X	-7,293.00	-417,707.65
Check	06/10/2026	4102	D & M Farms, LLC	X	-5,767.40	-423,475.05
Check	06/10/2026	4111	Todd B. Lumpkin	X	-4,999.00	-428,474.05
Check	06/10/2026	4106	William C. Hockman	X	-4,732.20	-433,206.25
Check	06/10/2026	4113	Moore & Dorsey, Inc.	X	-4,014.50	-437,220.75
Check	06/10/2026	4103	Jerrold L. Layman	X	-3,564.00	-440,784.75
Check	06/10/2026	4107	James A. Rhodes	X	-3,143.20	-443,927.95
Check	06/10/2026	4116	Foltz Farm Partners...	X	-1,666.70	-445,594.65
Check	06/10/2026	4115	Lee C. Ryan	X	-1,412.20	-447,006.85
Check	06/10/2026	4109	Crazy Bull Farm, LLC	X	-763.20	-447,770.05
Total Checks and Payments					-447,770.05	-447,770.05
Deposits and Credits - 3 items						
Deposit	06/01/2026			X	351,173.48	351,173.48
Deposit	06/16/2026			X	676,938.39	1,028,111.87
Deposit	06/30/2026			X	31,613.26	1,059,725.13
Total Deposits and Credits					1,059,725.13	1,059,725.13
Total Cleared Transactions					611,955.08	611,955.08
Cleared Balance					611,955.08	11,532,984.30
Uncleared Transactions						
Checks and Payments - 30 items						
Check	05/26/2026	4075	French Brothers Dairy		-2,625.00	-2,625.00
Check	06/10/2026	4117	French Brothers Dairy		-19,764.90	-22,389.90
Check	06/10/2026	4118	Harry B. Polk, Jr.		-8,933.70	-31,323.60
Check	06/10/2026	4110	Mt. Airy Dairy Farm ...		-5,279.05	-36,602.65
Check	06/10/2026	4112	Jason A. Bushong		-4,320.00	-40,922.65
Check	06/10/2026	4114	Charles DeHaven, Jr.		-3,628.00	-44,550.65
Check	06/10/2026	4095	Ruth A. Boyer		-2,713.34	-47,263.99
Check	06/10/2026	4108	Hockman Farms		-1,914.30	-49,178.29
Check	06/10/2026	4094	Thomas D. Rosenbe...		-1,175.78	-50,354.07
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-51,479.07
Check	06/26/2026	4124	Virginia Resource A...		-281,739.00	-333,218.07
Check	06/26/2026	4126	Virginia Resource A...		-52,470.64	-385,688.71
Check	06/26/2026	4133	Kibler Farms, LLC		-39,578.00	-425,266.71
Check	06/26/2026	4129	Tim Gano		-31,294.92	-456,561.63
Check	06/26/2026	4132	Windcrest Holsteins,...		-19,069.60	-475,631.23

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Check	06/26/2026	4125	Jason A. Bowman		-14,400.00	-490,031.23
Check	06/26/2026	4130	George W. Hawkins...		-11,957.50	-501,988.73
Check	06/26/2026	4127	Peace of Heaven Fa...		-6,444.00	-508,432.73
Check	06/26/2026	4138	Robert W. Koon, Jr.		-6,341.00	-514,773.73
Check	06/26/2026	4135	Jadwyn Acres Farm...		-6,284.00	-521,057.73
Check	06/26/2026	4131	Dean A. Shillingburg		-5,293.82	-526,351.55
Check	06/26/2026	4136	Guy Gochenour		-3,126.50	-529,478.05
Check	06/26/2026	4128	D & M Farms, LLC		-2,042.00	-531,520.05
Check	06/26/2026	4139	Matthew L. Polk		-1,869.20	-533,389.25
Check	06/26/2026	4134	Dennis D. Baker		-1,352.00	-534,741.25
Check	06/26/2026	4142	Gerald Gochenour		-1,040.00	-535,781.25
Check	06/26/2026	4141	Springwood Farms, ...		-756.40	-536,537.65
Check	06/26/2026	4140	Trinity Farm LLC		-568.00	-537,105.65
Check	06/26/2026	4137	JF Brothers LLC		-164.00	-537,269.65
Check	06/30/2026	4143	Short Mountain Orc...		-8,977.20	-546,246.85
Total Checks and Payments					-546,246.85	-546,246.85
Total Uncleared Transactions					-546,246.85	-546,246.85
Register Balance as of 06/30/2026					65,708.23	10,986,737.45
Ending Balance					65,708.23	10,986,737.45

1:00 PM

07/07/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2026

	<u>Jun 30, 26</u>
Beginning Balance	10,921,029.22
Cleared Transactions	
Checks and Payments - 35 items	-447,770.05
Deposits and Credits - 3 items	1,059,725.13
Total Cleared Transactions	<u>611,955.08</u>
Cleared Balance	<u>11,532,984.30</u>
Uncleared Transactions	
Checks and Payments - 30 items	-546,246.85
Total Uncleared Transactions	<u>-546,246.85</u>
Register Balance as of 06/30/2026	<u>10,986,737.45</u>
Ending Balance	10,986,737.45

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,526,083.30
Cleared Transactions						
Checks and Payments - 5 items						
Check	05/01/2026	5662	James J. Bilbow	X	-500.00	-500.00
Check	05/26/2026	5673	Queen Street Diner	X	-302.40	-802.40
Check	05/26/2026	5674	Shentel	X	-206.72	-1,009.12
Check	06/10/2026	5676	Virginia Business Sy...	X	-567.25	-1,576.37
Check	06/10/2026	5675	Virginia Business Sy...	X	-125.44	-1,701.81
Total Checks and Payments					-1,701.81	-1,701.81
Deposits and Credits - 2 items						
Deposit	06/08/2026			X	88,001.99	88,001.99
Deposit	06/30/2026			X	9,925.78	97,927.77
Total Deposits and Credits					97,927.77	97,927.77
Total Cleared Transactions					96,225.96	96,225.96
Cleared Balance					96,225.96	3,622,309.26
Uncleared Transactions						
Checks and Payments - 10 items						
Check	05/01/2026	5664	Lauren E. Anthony		-500.00	-500.00
Check	06/24/2026	5682	Card Services		-1,638.46	-2,138.46
Check	06/24/2026	5677	Max Real Group, LLC		-408.00	-2,546.46
Check	06/24/2026	5680	Queen Street Diner		-268.80	-2,815.26
Check	06/24/2026	5678	Virginia Business Sy...		-259.72	-3,074.98
Check	06/24/2026	5679	Shentel		-203.62	-3,278.60
Check	06/24/2026	5683	Madison Coffey		-191.30	-3,469.90
Check	06/24/2026	5681	Sarah R. Fleming		-113.10	-3,583.00
Check	06/30/2026	5684	Treasurer, Shenand...		-200,169.84	-203,752.84
Check	06/30/2026	5685	Card Services		-1,412.87	-205,165.71
Total Checks and Payments					-205,165.71	-205,165.71
Total Uncleared Transactions					-205,165.71	-205,165.71
Register Balance as of 06/30/2026					-108,939.75	3,417,143.55
Ending Balance					-108,939.75	3,417,143.55

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 06/30/2026

	<u>Jun 30, 26</u>
Beginning Balance	3,526,083.30
Cleared Transactions	
Checks and Payments - 5 items	-1,701.81
Deposits and Credits - 2 items	97,927.77
	<u>96,225.96</u>
Total Cleared Transactions	<u>96,225.96</u>
Cleared Balance	<u>3,622,309.26</u>
Uncleared Transactions	
Checks and Payments - 10 items	-205,165.71
	<u>-205,165.71</u>
Total Uncleared Transactions	<u>-205,165.71</u>
Register Balance as of 06/30/2026	<u>3,417,143.55</u>
Ending Balance	<u>3,417,143.55</u>

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

	Jul '25 - May ...	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)	829,291.99	560,000.00	148.1%
Total Income Designated Receipts	915,072.89	569,000.00	160.8%
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	13,283.00	13,283.00	100.0%
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	70,233.00	58,133.00	120.8%
DCR Annual Operations Funds	413,183.00	413,183.00	100.0%
EOL Varification Earnings	11,000.00		
Interest Income	108,134.66	12,000.00	901.1%
Other Income			
Donations	400.00	400.00	100.0%
Refunds/Reimbursements	888.66		
Total Other Income	1,288.66	400.00	322.2%
VCAP			
VCAP Cost Share	12,283.00		
VCAP TA	2,400.00		
Total VCAP	14,683.00		
Total Undesignated Receipts	618,522.32	483,716.00	127.9%
Total Income	1,533,595.21	1,052,716.00	145.7%
Gross Profit	1,533,595.21	1,052,716.00	145.7%
Expense			
Community Garden/Harvest Fest.	720.10	1,000.00	72.0%
Awards Banquet	3,126.72	3,000.00	104.2%
Dam Maintenance (Expenses)	4,805.81	6,000.00	80.1%
District Regular Expenses			
Board Expenses	6,044.37	15,000.00	40.3%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	250.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
Total Dues	4,617.00	5,000.00	92.3%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	145.18	500.00	29.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon			
Envirothon Expenditures	237.80		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	237.80	1,000.00	23.8%
Outreach Event(s)	59.32	1,000.00	5.9%
Scholarships			
District Scholarship	1,500.00	1,500.00	100.0%
Youth Conservation Camp	0.00	500.00	0.0%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

07/07/26

July 2025 through May 2026

Cash Basis

	<u>Jul '25 - May ...</u>	<u>Budget</u>	<u>% of Budget</u>
Total Scholarships	1,500.00	2,000.00	75.0%
Total Ed & Info / Public Outreach	1,942.30	4,800.00	40.5%
Insurance	4,167.00	2,000.00	208.4%
Office Expenses			
Bank Fees/Serv Charge	72.00		
IT Services & Support / Web	5,992.23	10,000.00	59.9%
Office Equipment	11,049.05	10,000.00	110.5%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,488.00	5,000.00	89.8%
Office Supplies	4,360.13	5,500.00	79.3%
Postage	1,170.97	1,250.00	93.7%
Telephone/Internet	5,078.85	6,500.00	78.1%
Vacancy Ads	0.00	500.00	0.0%
Total Office Expenses	32,211.23	52,750.00	61.1%
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	6,339.08	7,500.00	84.5%
Staff Salaries & Benefits	558,663.71	790,350.00	70.7%
Total Personnel/Staff Expenses	566,912.49	803,850.00	70.5%
Vehicle Gas & Service	4,151.42	7,000.00	59.3%
Total District Regular Expenses	620,045.81	890,400.00	69.6%
VCAP Expenditures			
VCAP Cost Share disbursements	12,283.00		
Total VCAP Expenditures	12,283.00		
Total Expense	640,981.44	900,400.00	71.2%
Net Ordinary Income	892,613.77	152,316.00	586.0%
Net Income	892,613.77	152,316.00	586.0%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of May 31, 2026

07/07/26

Cash Basis

	May 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	655,501.04
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,696.92
Donations	2,000.00
Total Other Income	4,696.92
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	5,997.29
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	3,879.06
Total Community Garden/Harvest Fest.	4,112.92
Total Special Projects	4,112.92
Sales/Services	2,063.70
Interest	160,390.68
Local Gov't Funds	92,123.05
Total Operations	982,180.17
Restricted Funds	
VNRCF TA	
FY 26 VNRCF TA	634,833.04
Total VNRCF TA	634,833.04
VCAP TA	2,400.00
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2026 CB VACS Transfer (24)	23,512.50
2026 CB VACS	4,618,972.87
2025 CB VACS	3,512,316.29
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	10,752,331.69
Total Cost Share Funds	10,752,331.69
Other restricted funds	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of May 31, 2026

07/07/26

Cash Basis

	<u>May 31, 26</u>
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	11,390,923.67
Unclassified	-140.82
TOTAL	<u><u>14,332,963.02</u></u>

Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bnk DCR Cost Share (WQIA), Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,120,244.67
Cleared Transactions						
Checks and Payments - 13 items						
Check	04/08/2026	4060	Harry B. Polk, Jr.	X	-3,038.25	-3,038.25
Check	04/15/2026	4064	Scott D. Stickleby	X	-2,885.00	-5,923.25
Check	05/06/2026	4069	Wightman Grain & ...	X	-27,250.20	-33,173.45
Check	05/06/2026	4065	Francis D. French, Jr.	X	-10,947.25	-44,120.70
Check	05/06/2026	4070	John F. Hafner	X	-8,272.00	-52,392.70
Check	05/06/2026	4067	Thomas E. Lefevre	X	-2,447.00	-54,839.70
Check	05/06/2026	4066	Nelson O. Sine	X	-532.60	-55,372.30
Check	05/06/2026	4068	Shenandoah Hidden...	X	-362.00	-55,734.30
Check	05/13/2026	4071	Harold D. Wankel	X	-57,363.89	-113,098.19
Check	05/13/2026	4073	Audley Farm	X	-1,562.00	-114,660.19
Check	05/13/2026	4072	Glenn E. Keller	X	-979.40	-115,639.59
Check	05/26/2026	4093	Shaun M. Alkire	X	-112,832.50	-228,472.09
Check	05/26/2026	4076	Ben C. Myers	X	-2,413.75	-230,885.84
Total Checks and Payments					-230,885.84	-230,885.84
Deposits and Credits - 1 item						
Deposit	05/31/2026			X	31,670.39	31,670.39
Total Deposits and Credits					31,670.39	31,670.39
Total Cleared Transactions					-199,215.45	-199,215.45
Cleared Balance					-199,215.45	10,921,029.22
Uncleared Transactions						
Checks and Payments - 18 items						
Check	05/26/2026	4080	John O. Hardesty & ...		-23,758.85	-23,758.85
Check	05/26/2026	4078	West Oaks Farm LLC		-16,556.98	-40,315.83
Check	05/26/2026	4079	Spring Valley Farms...		-16,500.00	-56,815.83
Check	05/26/2026	4092	Long Creek Farm Inc.		-9,582.00	-66,397.83
Check	05/26/2026	4082	Russell Orchard Inc.		-8,320.00	-74,717.83
Check	05/26/2026	4085	Short Hill Farms, LLC		-7,081.20	-81,799.03
Check	05/26/2026	4081	Woodbine Farms, Inc.		-5,664.00	-87,463.03
Check	05/26/2026	4088	Eric K. Bender		-5,281.10	-92,744.13
Check	05/26/2026	4083	Vann Enterprises LLC		-3,577.00	-96,321.13
Check	05/26/2026	4074	Jonathan H. Germain		-3,500.00	-99,821.13
Check	05/26/2026	4091	Dean A. Shillingburg		-2,711.60	-102,532.73
Check	05/26/2026	4075	French Brothers Dairy		-2,625.00	-105,157.73
Check	05/26/2026	4077	Neubrook Properties...		-2,363.75	-107,521.48
Check	05/26/2026	4084	Daryl M. Bowman		-2,285.10	-109,806.58
Check	05/26/2026	4090	P.T. McIntire & Son...		-1,439.60	-111,246.18
Check	05/26/2026	4087	Thousand Hills Far...		-770.00	-112,016.18
Check	05/26/2026	4086	Martin J. Helsley Jr.		-414.20	-112,430.38
Check	05/26/2026	4089	Gary A. Lantz		-210.00	-112,640.38
Total Checks and Payments					-112,640.38	-112,640.38
Total Uncleared Transactions					-112,640.38	-112,640.38
Register Balance as of 05/31/2026					-311,855.83	10,808,388.84
New Transactions						
Checks and Payments - 46 items						
Check	06/10/2026	4098	Blyth Farms LLC		-70,217.06	-70,217.06
Check	06/10/2026	4123	Mercer Vu Farms, Inc.		-59,457.60	-129,674.66
Check	06/10/2026	4121	Kenneth R. Unger Jr.		-53,085.50	-182,760.16
Check	06/10/2026	4122	Joseph T. Bailey		-34,811.76	-217,571.92
Check	06/10/2026	4119	Hubbel J. French		-32,416.00	-249,987.92
Check	06/10/2026	4120	Tovero Equine		-29,713.05	-279,700.97
Check	06/10/2026	4117	French Brothers Dairy		-19,764.90	-299,465.87
Check	06/10/2026	4105	John O. Hardesty & ...		-11,411.20	-310,877.07
Check	06/10/2026	4104	Bradley Farms, Inc.		-9,287.10	-320,164.17
Check	06/10/2026	4118	Harry B. Polk, Jr.		-8,933.70	-329,097.87
Check	06/10/2026	4101	West Oaks Farm		-7,293.00	-336,390.87
Check	06/10/2026	4102	D & M Farms, LLC		-5,767.40	-342,158.27
Check	06/10/2026	4110	Mt. Airy Dairy Farm ...		-5,279.05	-347,437.32

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Check	06/10/2026	4111	Todd B. Lumpkin		-4,999.00	-352,436.32
Check	06/10/2026	4106	William C. Hockman		-4,732.20	-357,168.52
Check	06/10/2026	4112	Jason A. Bushong		-4,320.00	-361,488.52
Check	06/10/2026	4113	Moore & Dorsey, Inc.		-4,014.50	-365,503.02
Check	06/10/2026	4114	Charles DeHaven, Jr.		-3,628.00	-369,131.02
Check	06/10/2026	4103	Jerrold L. Layman		-3,564.00	-372,695.02
Check	06/10/2026	4107	James A. Rhodes		-3,143.20	-375,838.22
Check	06/10/2026	4095	Ruth A. Boyer		-2,713.34	-378,551.56
Check	06/10/2026	4108	Hockman Farms		-1,914.30	-380,465.86
Check	06/10/2026	4116	Foltz Farm Partners...		-1,666.70	-382,132.56
Check	06/10/2026	4115	Lee C. Ryan		-1,412.20	-383,544.76
Check	06/10/2026	4094	Thomas D. Rosenbe...		-1,175.78	-384,720.54
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-385,845.54
Check	06/10/2026	4109	Crazy Bull Farm, LLC		-763.20	-386,608.74
Check	06/26/2026	4124	Virginia Resource A...		-281,739.00	-668,347.74
Check	06/26/2026	4126	Virginia Resource A...		-52,470.64	-720,818.38
Check	06/26/2026	4133	Kibler Farms, LLC		-39,578.00	-760,396.38
Check	06/26/2026	4129	Tim Gano		-31,294.92	-791,691.30
Check	06/26/2026	4132	Windcrest Holsteins,...		-19,069.60	-810,760.90
Check	06/26/2026	4125	Jason A. Bowman		-14,400.00	-825,160.90
Check	06/26/2026	4130	George W. Hawkins...		-11,957.50	-837,118.40
Check	06/26/2026	4127	Peace of Heaven Fa...		-6,444.00	-843,562.40
Check	06/26/2026	4138	Robert W. Koon, Jr.		-6,341.00	-849,903.40
Check	06/26/2026	4135	Jadwyn Acres Farm...		-6,284.00	-856,187.40
Check	06/26/2026	4131	Dean A. Shillingburg		-5,293.82	-861,481.22
Check	06/26/2026	4136	Guy Gochenour		-3,126.50	-864,607.72
Check	06/26/2026	4128	D & M Farms, LLC		-2,042.00	-866,649.72
Check	06/26/2026	4139	Matthew L. Polk		-1,869.20	-868,518.92
Check	06/26/2026	4134	Dennis D. Baker		-1,352.00	-869,870.92
Check	06/26/2026	4142	Gerald Gochenour		-1,040.00	-870,910.92
Check	06/26/2026	4141	Springwood Farms, ...		-756.40	-871,667.32
Check	06/26/2026	4140	Trinity Farm LLC		-568.00	-872,235.32
Check	06/26/2026	4137	JF Brothers LLC		-164.00	-872,399.32
Total Checks and Payments					-872,399.32	-872,399.32
Total New Transactions					-872,399.32	-872,399.32
Ending Balance					-1,184,255.15	9,935,989.52

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 05/31/2026

	May 31, 26
Beginning Balance	11,120,244.67
Cleared Transactions	
Checks and Payments - 13 items	-230,885.84
Deposits and Credits - 1 item	31,670.39
Total Cleared Transactions	-199,215.45
Cleared Balance	10,921,029.22
Uncleared Transactions	
Checks and Payments - 18 items	-112,640.38
Total Uncleared Transactions	-112,640.38
Register Balance as of 05/31/2026	10,808,388.84
New Transactions	
Checks and Payments - 46 items	-872,399.32
Total New Transactions	-872,399.32
Ending Balance	9,935,989.52

Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 05/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,474,776.54
Cleared Transactions						
Checks and Payments - 15 items						
Check	04/15/2026	5653	Purchase Power	X	-247.89	-247.89
Check	04/15/2026	5652	Pitney Bowes Globa...	X	-200.46	-448.35
Check	05/01/2026	5661	Department of the T...	X	-1,176.00	-1,624.35
Check	05/01/2026	5663	Sadie J. Lineweaver	X	-500.00	-2,124.35
Check	05/01/2026	5660	Virginia Business Sy...	X	-342.62	-2,466.97
Check	05/01/2026	5657	Town of Woodstock	X	-305.81	-2,772.78
Check	05/01/2026	5659	Virginia Business Sy...	X	-208.56	-2,981.34
Check	05/01/2026	5658	Shentel	X	-206.67	-3,188.01
Check	05/01/2026	5655	Frog's Garage Shop	X	-140.82	-3,328.83
Check	05/01/2026	5656	Allyson Ponn	X	-129.34	-3,458.17
Check	05/13/2026	5666	Card Services	X	-2,963.31	-6,421.48
Check	05/13/2026	5671	Nationwide	X	-675.00	-7,096.48
Check	05/13/2026	5670	Virginia Business Sy...	X	-577.50	-7,673.98
Check	05/13/2026	5665	Virginia Business Sy...	X	-208.56	-7,882.54
Check	05/13/2026	5672	Adams & Company	X	-98.00	-7,980.54
Total Checks and Payments					-7,980.54	-7,980.54
Deposits and Credits - 4 items						
Deposit	05/15/2026			X	3,320.75	3,320.75
Deposit	05/26/2026			X	342.62	3,663.37
Deposit	05/29/2026			X	45,652.55	49,315.92
Deposit	05/31/2026			X	9,971.38	59,287.30
Total Deposits and Credits					59,287.30	59,287.30
Total Cleared Transactions					51,306.76	51,306.76
Cleared Balance					51,306.76	3,526,083.30
Uncleared Transactions						
Checks and Payments - 4 items						
Check	05/01/2026	5664	Lauren E. Anthony		-500.00	-500.00
Check	05/01/2026	5662	James J. Bilbow		-500.00	-1,000.00
Check	05/26/2026	5673	Queen Street Diner		-302.40	-1,302.40
Check	05/26/2026	5674	Shentel		-206.72	-1,509.12
Total Checks and Payments					-1,509.12	-1,509.12
Total Uncleared Transactions					-1,509.12	-1,509.12
Register Balance as of 05/31/2026					49,797.64	3,524,574.18
New Transactions						
Checks and Payments - 9 items						
Check	06/10/2026	5676	Virginia Business Sy...		-567.25	-567.25
Check	06/10/2026	5675	Virginia Business Sy...		-125.44	-692.69
Check	06/24/2026	5682	Card Services		-1,638.46	-2,331.15
Check	06/24/2026	5677	Max Real Group, LLC		-408.00	-2,739.15
Check	06/24/2026	5680	Queen Street Diner		-268.80	-3,007.95
Check	06/24/2026	5678	Virginia Business Sy...		-259.72	-3,267.67
Check	06/24/2026	5679	Shentel		-203.62	-3,471.29
Check	06/24/2026	5683	Madison Coffey		-191.30	-3,662.59
Check	06/24/2026	5681	Sarah R. Fleming		-113.10	-3,775.69
Total Checks and Payments					-3,775.69	-3,775.69
Total New Transactions					-3,775.69	-3,775.69
Ending Balance					46,021.95	3,520,798.49

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 05/31/2026

	May 31, 26
Beginning Balance	3,474,776.54
Cleared Transactions	
Checks and Payments - 15 items	-7,980.54
Deposits and Credits - 4 items	59,287.30
Total Cleared Transactions	51,306.76
Cleared Balance	3,526,083.30
Uncleared Transactions	
Checks and Payments - 4 items	-1,509.12
Total Uncleared Transactions	-1,509.12
Register Balance as of 05/31/2026	3,524,574.18
New Transactions	
Checks and Payments - 9 items	-3,775.69
Total New Transactions	-3,775.69
Ending Balance	3,520,798.49

District equal to (All)
 Program Year equal to -1

*BMPs in **ORANGE** are currently in their third PY and, unless listed as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2026.
 *BMPs in **RED** are currently in their fourth PY and, unless listed as an exception below, must be completed and certified by the end of June 2026 or cancelled. No further carryovers are allowed.

Actions:

- 1:** Complete or Cancel BMP by 6/30/2026
- 2:** Needs DCR and SWCD Board approval to Carryover to PY27
- 3:** Needs SWCD Board approval to Carryover to PY27

Exceptions:

4: CREP, DuPont, 319 TMDL, EQIP, RCPP, MVP contracts – DCR approval is not required for District Boards to keep this partnership project in Carryover status, but please work with relevant partners (e.g. USDA, DEQ, DuPont Partners) to complete this project as soon as possible.

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY27

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
2022 CB VACS																				
	2022 CB VACS	SL-6W	13-22-0069	476949	6/9/2022	Foltz Farm Partnership LLC			Chesapeake Bay	2550	Lin. Feet	\$77,890.13		60	6/30/2027	MC	EQIP piggyback, Multi-phase project, Engineering Issues	FY22	6th FY	4
	2022 CB VACS	WP-4	13-22-0069	476950	6/9/2022	Foltz Farm Partnership LLC			Chesapeake Bay	1	Count	\$86,859.75	\$25,000.00	75	6/30/2027	MC	EQIP piggyback, Multi-phase project, Engineering Issues	FY22	6th FY	4
												\$164,749.88	\$25,000.00							
2023 CB VACS Transfer																				
	2023 CB VACS Transfer	SL-6W	13-22-0069	476949	6/9/2022	Foltz Farm Partnership LLC			Chesapeake Bay	2550	Lin. Feet	\$14,438.25		60	6/30/2027	MC	EQIP piggyback, Multi-phase project, Engineering Issues	FY22	6th FY	4
	2023 CB VACS Transfer	WP-4	13-22-0069	476950	6/9/2022	Foltz Farm Partnership LLC			Chesapeake Bay	1	Count	\$56,943.98	\$25,000.00	75	6/30/2027	MC	EQIP piggyback, Multi-phase project, Engineering Issues	FY22	6th FY	4
												\$71,382.23	\$25,000.00							
2024 CB VACS																				
	2024 CB VACS	SL-6W	13-24-0008	544344	8/10/2023		Gregory	Barham	Chesapeake Bay	1880	Lin. Feet	\$35,258.91		40	6/30/2027	MC	EQIP piggyback, EQIP piggyback,	FY24	4th FY	4

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
	2024 CB VACS	SL-6W	13-24-0008	544346	8/10/2023		Gregory	Barham	Chesapeake Bay	680	Lin. Feet	\$73,957.59		40	6/30/2027	MC	EQIP piggyback	FY24	4th FY	4
	2024 CB VACS	SL-6W	13-24-0008	544349	8/10/2023		Gregory	Barham	Chesapeake Bay	2000	Lin. Feet	\$49,660.93		40	6/30/2027	MC	EQIP piggyback, EQIP piggyback, EQIP piggyback	FY24	4th FY	4
	2024 CB VACS	FR-3	13-24-0010	546862	9/14/2023		Jason	Bowman	Chesapeake Bay	10	Acres	\$47,435.00		20	6/30/2027	MC	Multi-phase project, Seasonally restricted practice, Multi-phase project	FY24	4th FY	2
	2024 CB VACS	SL-6W	13-24-0010	546866	9/14/2023		Jason	Bowman	Chesapeake Bay	2725	Lin. Feet	\$149,922.00		75	6/30/2027	MC	Multi-phase project, Family or health issues, Contractor backlog	FY24	4th FY	2
	2024 CB VACS	FR-3	13-24-0010	546944	9/14/2023		Jason	Bowman	Chesapeake Bay	3.56	Acres	\$18,086.86		20	6/30/2027	MC	Multi-phase project, Seasonally restricted practice, Multi-phase project	FY24	4th FY	2
	2024 CB VACS	FR-1	13-24-0010	546989	9/14/2023		Jason	Bowman	Chesapeake Bay	1.24	Acres	\$4,584.90	\$320.08	20	6/30/2027	MC	Multi-phase project, Seasonally restricted practice, Multi-phase project	FY24	4th FY	2
	2024 CB VACS	WP-4B	13-24-0065	588471	6/6/2024		Robert	Koon, Jr.	Chesapeake Bay	1	Count	\$148,465.35		85	7/30/2026	NL	EQIP piggyback, EQIP piggyback, EQIP piggyback	FY24	4th FY	4
	2024 CB VACS	WP-4SF	13-24-0070	582217	12/14/2023		John	Whetzel	Chesapeake Bay	1	Count	\$284,684.80		50	8/30/2026	NL	EQIP piggyback, EQIP piggyback, EQIP piggyback	FY24	4th FY	4
	2024 CB VACS	SL-6W	13-24-0070	582218	12/14/2023		John	Whetzel	Chesapeake Bay	445	Lin. Feet	\$9,501.00		90	8/30/2026	NL	EQIP piggyback, EQIP piggyback, EQIP piggyback	FY24	4th FY	4
	2024 CB VACS	SL-6W	13-24-0072	583168	1/11/2024		Jason	Bushong	Chesapeake Bay	778	Lin. Feet	\$30,530.00		30	12/30/2026	NL	Contractor backlog, Contractor backlog, Multi-phase project	FY24	4th FY	2
	2024 CB VACS	SL-7	13-24-0072	583174	1/11/2024		Jason	Bushong	Chesapeake Bay	22	Acres	\$20,446.80		30	12/30/2026	NL	Contractor backlog, Contractor backlog, Multi-phase project	FY24	4th FY	2
	2024 CB VACS	SL-7	13-24-0076	583505	2/8/2024		John	Murphy	Chesapeake Bay	7	Acres	\$48,791.60		50	6/30/2027	MC	Contractor backlog, Engineering Issues, Family or health issues	FY24	4th FY	2
	2024 CB VACS	SL-6W	13-24-0083	584926	4/11/2024		Justin	DeHaven	Chesapeake Bay	4182	Lin. Feet	\$44,820.14		80	6/30/2027	BL	Contractor backlog, Multi-phase project, Multi-phase project	FY24	4th FY	2

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	2024 CB VACS	SL-6W	13-24-0083	584933	4/11/2024		Justin	DeHaven	Chesapeake Bay	5932	Lin. Feet	\$300,657.73		80	6/30/2027	BL	Contractor backlog, Multi-phase project, Multi-phase project	FY24	4th FY	2	
	2024 CB VACS	SL-6W	13-24-0096	586206	4/11/2024	Saffelle Cattle Co. LLC	Melissa	Saffelle	Chesapeake Bay	8885	Lin. Feet	\$259,833.77		15	6/30/2027	BL	EQIP piggyback, Contractor backlog, EQIP piggyback	FY24	4th FY	4	
	2024 CB VACS	SL-6W	13-24-0097	586252	4/11/2024		Gabrielle	Whalen	Chesapeake Bay	490	Lin. Feet	\$95,673.50		75	8/30/2026	NL	Contractor backlog, Dry well encountered, Contractor issues	FY24	4th FY	2	
	2024 CB VACS	FR-3	13-24-0097	586255	4/11/2024		Gabrielle	Whalen	Chesapeake Bay	1	Acres	\$4,863.50		35	12/31/2026	NL	Seasonally restricted practice, Seasonally restricted practice, Seasonally restricted practice	FY24	4th FY	2	
	2024 CB VACS	SL-6W	13-24-0102	587310	5/9/2024		Daniel	Jenkins	Chesapeake Bay	975	Lin. Feet	\$69,359.25		25	6/30/2027	BL	Late spring approval, Contractor backlog, Multi-phase project	FY24	4th FY	2	
	2024 CB VACS	SL-7	13-24-0103	588344	6/13/2024		John	Hafner	Chesapeake Bay	36	Acres	\$44,818.40		75	6/30/2027	BL	EQIP piggyback, EQIP piggyback, EQIP piggyback	FY24	4th FY	4	
												\$1,741,352.03	\$320.08								
2025 CB VACS																					
	2025 CB VACS	FR-3	13-25-0004	591030	8/8/2024	Taylor's Sunrise Farm LLC	Charles	Taylor	Chesapeake Bay	4.8	Acres	\$23,968.80		15	6/30/2027	BL	Seasonally restricted practice, Family or health issues, Seasonally restricted practice	FY25	3rd FY	3	
	2025 CB VACS	SL-6W	13-25-0009	593027	9/12/2024	Springdale Poultry LLC	William	French	Chesapeake Bay	1328	Lin. Feet	\$74,730.00		60	6/30/2027	BL	Contractor backlog, Contractor backlog, Contractor backlog	FY25	3rd FY	3	
	2025 CB VACS	SL-6W	13-25-0009	593051	9/12/2024	Springdale Poultry LLC	William	French	Chesapeake Bay	5892	Lin. Feet	\$225,270.00		98	6/30/2027	BL	Contractor backlog, Contractor backlog, Contractor backlog	FY25	3rd FY	3	
	2025 CB VACS	WP-4LC	13-25-0032	645395	1/9/2025		Reed	Shiflett	Chesapeake Bay	1	Count	\$416,767.80		50	6/30/2027	MC	EQIP piggyback, Engineering Issues	FY25	3rd FY	4	
	2025 CB VACS	SL-6W	13-25-0061	646672	2/13/2025		Andrew	Romero	Chesapeake Bay	4200	Lin. Feet	\$347,058.69		60	4/1/2027	NL	Multi-phase project, Contractor backlog	FY25	3rd FY	3	
	2025 CB VACS	SL-6W	13-25-0075	647656	1/9/2025	West Oaks Farm LLC			Chesapeake Bay	7102	Lin. Feet	\$137,326.32		15	6/30/2027	BL	Contractor backlog, Contractor backlog, Contractor backlog	FY25	3rd FY	3	
	2025 CB VACS	SL-6W	13-25-0075	658840	6/26/2025	West Oaks Farm LLC			Chesapeake Bay	898	Lin. Feet	\$47,269.32		75	6/30/2027	BL	Late spring approval, Contractor backlog, Contractor backlog	FY25	3rd FY	3	

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	2025 CB VACS	SL-6W	13-25-0076	647225	12/12/2024		Carl	Dehaven	Chesapeake Bay	1068	Lin. Feet	\$48,080.61		25	6/30/2027	MC	Contractor backlog, Contractor issues	FY25	3rd FY	3
	2025 CB VACS	SL-6N	13-25-0096	649247	2/13/2025		Nelson	Sine	Chesapeake Bay	3500	Lin. Feet	\$89,739.38		60	12/30/2026	NL	Contractor backlog, Contractor backlog	FY25	3rd FY	3
	2025 CB VACS	SL-7	13-25-0096	649248	2/13/2025		Nelson	Sine	Chesapeake Bay	15	Acres	\$18,225.63		60	12/30/2026	NL	Contractor backlog, Contractor backlog	FY25	3rd FY	3
	2025 CB VACS	FR-1	13-25-0098	649343	2/13/2025		Ivan	Snapp	Chesapeake Bay	13.1	Acres	\$16,988.25		60	6/30/2027	NL	Weather related issues, Weather related issues	FY25	3rd FY	3
	2025 CB VACS	FR-1	13-25-0102	650581	3/13/2025		Shelia	Green	Chesapeake Bay	9.4	Acres	\$6,063.00		95	6/30/2027	BL	Weather related issues	FY25	3rd FY	3
	2025 CB VACS	SL-7	13-25-0105	651565	4/10/2025		Rebecca	Neslund	Chesapeake Bay	4	Acres	\$9,284.00		50	12/30/2026	NL	Late spring approval, Contractor backlog	FY25	3rd FY	3
	2025 CB VACS	SL-6W	13-25-0106	651947	4/10/2025	Marker-Miller Orchards			Chesapeake Bay	3036	Lin. Feet	\$162,432.50		25	6/30/2027	DG	Late spring approval, Contractor backlog	FY25	3rd FY	3
	2025 CB VACS	SL-6W	13-25-0107	653703	5/8/2025	Bowman-Hearty LLC			Chesapeake Bay	3550	Lin. Feet	\$192,000.00		25	6/30/2027	NL	Late spring approval	FY25	3rd FY	3
	2025 CB VACS	SL-6W	13-25-0108	656484	5/8/2025		Dolores	Snow	Chesapeake Bay	1800	Lin. Feet	\$273,517.50		80	6/30/2027	BL	Late spring approval, Contractor backlog	FY25	3rd FY	3
	2025 CB VACS	SL-6W	13-25-0111	656908	5/8/2025		Justin	Ritenour	Chesapeake Bay	9590	Lin. Feet	\$262,971.25		35	6/30/2027	NL	Late spring approval, Multi-phase project	FY25	3rd FY	3
	2025 CB VACS	WP-4LL	13-25-0113	657960	6/12/2025	Bushong Holdings LLC	Aaron	Bushong	Chesapeake Bay	1	Count	\$254,606.35		25	6/30/2027	NL	Late spring approval, Engineering Issues	FY25	3rd FY	3
	2025 CB VACS	SL-6W	13-25-0114	658170	6/26/2025		Brian	Wojnar	Chesapeake Bay	2615	Lin. Feet	\$145,937.30		90	6/30/2027	MC	Late spring approval, Contractor backlog	FY25	3rd FY	3
												\$2,752,236.70	\$0.00							
2026 CB VACS																				
	2026 CB VACS	SL-1	13-26-0002	660824	8/14/2025		Justin	DeHaven	Chesapeake Bay	90	Acres	\$38,700.00		50	6/30/2027	BL	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0003	661293	8/14/2025		Stuart	Hall	Chesapeake Bay	100	Lin. Feet	\$300,000.00		90	6/30/2027	BL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	WP-4SF	13-26-0004	662312	8/14/2025	Trinity Farm LLC	Terry	Foltz	Chesapeake Bay	1	Count	\$193,686.90		15	06/30/2027	NL	Engineering Issues	FY26	2nd FY	3
	2026 CB VACS	WP-4LL	13-26-0005	662313	8/14/2025	Bushong Holdings LLC	Aaron	Bushong	Chesapeake Bay	1	Count	\$242,484.00		30	6/30/2027	NL	Engineering Issues	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0007	662866	8/14/2025		David	Eisele	Chesapeake Bay	600	Lin. Feet	\$69,562.00		90	6/30/2027	MC	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-7	13-26-0007	662871	8/14/2025		David	Eisele	Chesapeake Bay	42	Acres	\$87,287.20		90	6/30/2027	MC	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	FR-1	13-26-0010	666610	8/14/2025		Charles	Fansler	Chesapeake Bay	6.7	Acres	\$42,572.63		90	6/30/2027	BL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-7	13-26-0010	668755	2/12/2026		Charles	Fansler	Chesapeake Bay	88	Acres	\$64,757.00		50	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	FR-1	13-26-0010	735318	2/12/2026		Charles	Fansler	Chesapeake Bay	3.8	Acres	\$9,975.00		90	6/30/2027	BL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0011	669114	8/14/2025		Paul	Almeter	Chesapeake Bay	46.8	Acres	\$16,614.00		80	6/30/2027	AP	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-7	13-26-0013	683214	9/11/2025		Kenneth	Unger Jr.	Chesapeake Bay	100	Acres	\$92,232.80		15	6/30/2027	BL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	WP-4	13-26-0014	712450	9/11/2025		Michael	Simmons	Chesapeake Bay	1	Count	\$252,146.40		40	6/30/2027	MC	Engineering Issues	FY26	2nd FY	3
	2026 CB VACS	WP-4C	13-26-0014	712451	9/11/2025		Michael	Simmons	Chesapeake Bay	1	Count	\$93,885.00		40	6/30/2027	MC	Engineering Issues	FY26	2nd FY	3

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	2026 CB VACS	WP-4	13-26-0015	712744	10/9/2025	Larry F. Long Inc.			Chesapeake Bay	1	Count	\$756,479.63		25	6/30/2027	MC	Engineering Issues	FY26	2nd FY	3
	2026 CB VACS	FR-3	13-26-0017	714504	9/11/2025		John	Whetzel	Chesapeake Bay	1	Acres	\$4,993.50		15	6/30/2027	NL	EQIP piggyback	FY26	2nd FY	4
	2026 CB VACS	SL-7	13-26-0017	724212	10/9/2025		John	Whetzel	Chesapeake Bay	40	Acres	\$17,842.00		25	6/30/2027	NL	EQIP piggyback	FY26	2nd FY	4
	2026 CB VACS	WP-4	13-26-0018	721536	10/9/2025		Reed	Shiflett	Chesapeake Bay	1	Count	\$113,647.10		40	6/30/2027	MC	EQIP piggyback	FY26	2nd FY	4
	2026 CB VACS	SL-1	13-26-0020	721606	10/9/2025		Martin	Helsley, Jr.	Chesapeake Bay	10	Acres	\$4,300.00		50	6/30/2027	AP	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0026	722388	10/9/2025		Robert	Snapp	Chesapeake Bay	26	Acres	\$12,480.00		50	6/30/2027	AP	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0027	722034	10/9/2025	Clines Farm LP LLP			Chesapeake Bay	18.6	Acres	\$7,998.00		50	6/30/2027	BL	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0028	724290	10/9/2025	Foltz Farm Partnership LLC			Chesapeake Bay	8	Acres	\$3,440.00		50	04/01/2027	NL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0028	724291	10/9/2025	Foltz Farm Partnership LLC			Chesapeake Bay	8	Acres	\$3,440.00		50	04/01/2027	NL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0028	724292	10/9/2025	Foltz Farm Partnership LLC			Chesapeake Bay	4	Acres	\$1,720.00		50	04/01/2027	NL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-7	13-26-0035	726388	11/13/2025	Walnut Lane Dairy			Chesapeake Bay	1	Acres	\$7,040.00		15	6/30/2027	NL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0039	730028	12/11/2025		Barbara	Clagett	Chesapeake Bay	10250	Lin. Feet	\$528,256.75		40	6/30/2027	MC	Multi-phase project	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0040	730146	11/13/2025		Benedict	O'Brien	Chesapeake Bay	775	Lin. Feet	\$70,068.12		90	6/30/2027	MC	Contractor issues	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0042	730372	12/11/2025	Double R Bar Ranch and Farm, LLC	William	Rogers	Chesapeake Bay	5800	Lin. Feet	\$501,789.25		25	6/30/2027	NL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0049	736672	4/9/2026		Gerald	Gochenour	Chesapeake Bay	8	Acres	\$2,840.00		50	6/30/2027	OD/MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0050	671019	4/9/2026	West Oaks Farm LLC			Chesapeake Bay	27	Acres	\$12,960.00		50	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	NM-3C	13-26-0071	739081	6/11/2026	Windcrest Holsteins, Inc.			Chesapeake Bay	173.36	Acres	\$1,124.16		50	10/1/2026	AP	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	FR-1	13-26-0086	732102	3/12/2025	RSP Enterprises LC			Chesapeake Bay	2.2	Acres	\$20,337.63		95	6/30/2027	BL	EQIP piggyback	FY25	3rd FY	4
	2026 CB VACS	SL-6W	13-26-0091	732229	12/11/2025	Springhouse Investments LLC	Mark	Zimmerman	Chesapeake Bay	3180	Lin. Feet	\$99,044.15		25	6/30/2027	NL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	FR-3	13-26-0091	732233	12/11/2025	Springhouse Investments LLC	Mark	Zimmerman	Chesapeake Bay	3.8	Acres	\$18,405.30		15	6/30/2027	NL	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0095	732477	12/11/2025		Aaron	Bushong	Chesapeake Bay	25	Acres	\$8,875.00		50	04/01/2027	NL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	FR-3	13-26-0097	732912	1/8/2026		Gregory	Barham	Chesapeake Bay	2.6	Acres	\$6,659.00		25	6/30/2027	MC	EQIP piggyback	FY26	2nd FY	4
	2026 CB VACS	SL-6W	13-26-0101	734974	2/12/2026	Walnut Spring Farm LLC	Jack	Zerkel II	Chesapeake Bay	706	Lin. Feet	\$56,475.50		15	6/30/2027	MC	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0101	734975	2/12/2026	Walnut Spring Farm LLC	Jack	Zerkel II	Chesapeake Bay	3140	Lin. Feet	\$176,160.50		15	6/30/2027	MC	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0103	735193	2/12/2026	Holy Cow Delivery	Samantha	Stern	Chesapeake Bay	1250	Lin. Feet	\$68,197.50		25	6/30/2027	NL	Contractor backlog	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0106	735800	2/12/2026		Dakota	Sine	Chesapeake Bay	394	Lin. Feet	\$119,696.50		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0107	736403	3/12/2026	MFH Rolling Acres Farm LLC	Michael	Heishman	Chesapeake Bay	27	Acres	\$9,585.00		75	6/30/2027	BL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0108	736420	3/12/2026		Brian	Brannon	Chesapeake Bay	18	Acres	\$6,390.00		25	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0109	736498	3/12/2026		Stevan	White	Chesapeake Bay	19	Acres	\$9,120.00		50	6/30/2027	BR	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0112	737159	4/9/2026	Robert LLC	Robert	Whitehurst	Chesapeake Bay	13.5	Acres	\$6,480.00		80	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0112	737160	4/9/2026	Robert LLC	Robert	Whitehurst	Chesapeake Bay	31.5	Acres	\$15,120.00		80	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
	2026 CB VACS	SL-1	13-26-0112	737161	4/9/2026	Robert LLC	Robert	Whitehurst	Chesapeake Bay	60	Acres	\$28,800.00		80	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0112	737162	4/9/2026	Robert LLC	Robert	Whitehurst	Chesapeake Bay	139	Acres	\$66,720.00		80	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0112	737163	4/9/2026	Robert LLC	Robert	Whitehurst	Chesapeake Bay	83.5	Acres	\$40,080.00		80	6/30/2027	MC	Seasonally restricted practice	FY26	2nd FY	3
	2026 CB VACS	SL-1	13-26-0113	737561	4/9/2026	D&M Farms, LLC			Chesapeake Bay	19	Acres	\$6,745.00		50	04/01/2027	NL	Weather related issues	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0114	737660	5/14/2026	Kinder Bauernhof Farm, Inc.	Wayne	Warfield	Chesapeake Bay	4508	Lin. Feet	\$239,751.50		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0117	737936	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	434	Lin. Feet	\$183,819.00		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	SL-7	13-26-0117	737938	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	35	Acres	\$12,848.00		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	WP-2W	13-26-0117	737942	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	764	Lin. Feet	\$5,787.94		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	WQ-11	13-26-0117	737966	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	0.1	Acres	\$7,680.75		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	WQ-11	13-26-0117	737971	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	0.1	Acres	\$5,022.19		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	WQ-11	13-26-0117	737975	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	0.1	Acres	\$10,745.63		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	WQ-11	13-26-0117	737976	5/14/2026	Spring Valley Farms VA LLC	Mark	Dotson	Chesapeake Bay	0.1	Acres	\$4,248.75		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0118	737978	5/14/2026	Ellerslie River Farm LLC	Brian	Ferrell	Chesapeake Bay	1371	Lin. Feet	\$51,508.43		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	SL-6W	13-26-0118	738213	5/14/2026	Ellerslie River Farm LLC	Brian	Ferrell	Chesapeake Bay	1552	Lin. Feet	\$125,634.75		15	6/30/2027	BL	Late spring approval	FY26	2nd FY	3
	2026 CB VACS	NM-3C	13-26-0121	738397	6/11/2026	Cherry Grove Farm LLC			Chesapeake Bay	31.25	Acres	\$199.50		50	10/1/2026	AP	Seasonally restricted practice	FY26	2nd FY	3
												\$4,964,458.96	\$0.00							
												\$9,694,179.80	\$50,320.08							

Signature: _____ Date: _____

Board Approval Date: _____

Legislative Update: Your Advocacy Shaped Virginia's FY27 Budget

The 2026 General Assembly has wrapped up, and Governor Spanberger has signed Virginia's biennial budget into law. While the budget process began in December 2025 with Governor Youngkin's introduced budget, the final budget signed in June reflects months of legislative negotiations and advocacy by conservation partners across the Commonwealth.

For Virginia's Soil and Water Conservation Districts, this year's session was less about securing new investments and more about protecting the programs that deliver conservation on the ground every day. Early budget proposals threatened several key priorities, but through the combined efforts of Districts, VASWCD, and conservation partners, the final budget preserved critical investments in voluntary conservation programs.

Virginia Conservation Assistance Program (VCAP)

The Virginia Conservation Assistance Program (VCAP) faced one of its most significant funding challenges since the program's creation.

Governor Youngkin's introduced budget included **no funding** for VCAP, effectively eliminating state support for Virginia's only statewide urban/community conservation cost-share program. As the General Assembly developed its budget, the House conference report restored **\$2 million**, but that still represented a substantial reduction from current funding levels.

VASWCD, Soil and Water Conservation Districts, and our partners continued advocating for the program by highlighting its growing demand, water quality benefits, and success in helping homeowners, businesses, schools, and local governments implement voluntary conservation practices.

The final budget signed restores \$4 million for VCAP through general funds, maintaining the program's current funding level. While this falls short of the Association's request for additional funding to meet increasing demand, preserving the program at its existing level represents a significant improvement from where the budget process began and ensures VCAP can continue serving communities across Virginia. In the interim, the VASWCD is seeking additional grants to support the growing program and we will continue to educate legislators on program momentum and increased funding needs.

Major Dam Rehabilitation

Virginia's high-hazard dam rehabilitation program followed a similar path.

Governor Youngkin's introduced budget eliminated the planned **\$25 million** investment for major rehabilitation projects for Soil and Water Conservation District-owned dams. These projects are essential for protecting downstream communities, maintaining aging infrastructure, and reducing flood risk across the Commonwealth.

Throughout the legislative session, VASWCD and Districts worked with members of the General Assembly to emphasize the importance of maintaining this investment. **The final budget restores the full \$25**

million for major dam rehabilitation projects, allowing prioritized high hazard critical infrastructure improvements to move forward.

Virginia Agricultural Cost-Share Program (VACS)

The Virginia Agricultural Cost-Share Program (VACS) also saw a positive outcome through the budget process.

The introduced budget did not fully fund the documented FY27 Water Quality Improvement Fund needs assessment for agricultural best management practices. Through legislative action, the final budget provides funding consistent with the FY27 needs assessment, ensuring Soil and Water Conservation Districts can continue delivering voluntary conservation practices and technical assistance to Virginia producers.

Estimated Funds appropriated to SWCDs	
Administration and Operations (A.1)	\$12,809,091
Total	\$12,809,091
Base Technical Assistance (A.2)	\$4,550,000
Technical Assistance on VNRCF (X.2)	\$37,388,380
Technical Assistance on recordation (D.3)	\$1,300,000
Total	\$43,238,380
Agriculture BMP Incentive Programs	\$258,914,538
Total funds appropriated	\$314,962,009

This continued investment reinforces Virginia's long-standing commitment to voluntary, locally led conservation and provides Districts with resources needed to continue improving water quality while supporting a productive agricultural economy. The Soil & Water Board will meet on July 24 to further determine grant agreements and SWCD allocation amounts based on these budget figures.

Looking Ahead

While this year's budget includes important successes, our work is not finished.

VASWCD also advocated for additional investments in environmental education to strengthen District outreach, expand conservation education, and inspire the next generation of conservation leaders. Although those budget amendments were not included in the final budget, the need remains, and environmental education will continue to be a needed priority.

Likewise, demand for VCAP continues to outpace available funding, and future investments will be necessary to expand the program's reach.

Protecting existing funding this year was an important achievement, but

additional growth will be needed to meet the increasing demand from communities across the Commonwealth.

This year's budget demonstrates that advocacy is not measured only by new appropriations. In many cases, our success was demonstrated by protecting programs from significant reductions and ensuring they remain available to serve communities. The final budget reflects the value legislators place on the work of Soil and Water Conservation Districts and the importance of sharing your local conservation success stories throughout the year.

Thank you to every District Director, staffer and partner who participated in Legislative Day, met with legislators, hosted local tours, responded to action alerts, or shared the impact of conservation in your community. Your engagement helped shape this year's budget outcome.

As we begin preparing for the 2027 General Assembly, VASWCD looks forward to continuing this work alongside you. **Our intern Meghan Jones will in coming days be providing additional legislative resources for off season outreach. Additionally, share your own local district legislative needs with your Area Chair and lift up your ideas by August 15 to ensure your voice is heard in development of your VASWCD legislative agenda draft.**

We encourage every District to continue building relationships with your legislators during the interim by inviting them to tour conservation projects, attend board meetings, and see firsthand how state investments are improving Virginia's natural resources and communities. Those conversations today help the future of our work. Your VASWCD is here to help you build that foundation and continue to advocate on your behalf.

Kendall Tyree, PhD - VASWCD Executive Director



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 Manager 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 Manager 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 Manager 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 an 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 Manager or the supervisor must be notified as soon as possible during the first day of unscheduled absence, and the Administrative Manager 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. (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 Manager 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.

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. 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 FMLA 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 Manager – Board Treasurer and Board Chair; Conservation Programs Manager - Conservation Technical Committee Chair; District Conservation Technicians, Specialists, and any other Conservation Positions- Conservation Programs Manager in consultation with the Conservation Technical Committee Chair; Education & 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 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 expected to attend monthly District Board meetings. If there is a conflict the employee should notify his/her supervisor, the Administrative Manager, 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 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 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 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 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. 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