

# Board of Directors, Board Packet 11/13/2025



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## Attachments:

### Treasurer / Finance

- *Monthly Financial Reports (please review for Board approval/acceptance)* pages 26 - 33

### CTC

- *Minutes & Motions* pages 34 - 43

### Misc/Other.



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

**Meeting Agenda  
November 13, 2025**

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

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

**10:00 CALL TO ORDER**

**INTRODUCTION OF GUESTS**

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

**10:20 2. CHAIR REPORT – Joan Comanor**

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

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

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

**Staff:**

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

**Committees:**

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

**Local Agency Updates:**

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

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

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

**7. OTHER BUSINESS**

**8. ADJOURN**

## FY25 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

- **FOIA; Designated Officer:** \_\_ Allyson Ponn\_12/12/2024\_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** \_\_ Sarah Fleming\_12/12/2024\_ (re-appoint at election of Officers)
- **FY 25 (2024-25) Annual Report:**  
Date Presented: \_\_9/2/2025\_\_

### **OPERATIONS COMMITTEE RESPONSIBILITIES**

- **Annual Plan of Work (2025-2026):**  
Board approval: \_\_5/8/2025\_\_  
*One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.*
- Review Date: \_\_\_\_\_
- **Strategic Plan (July 1, 2022- June 30, 2026).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: \_\_June 6, 2022\_\_
- Reviewed (FY 26): \_\_\_\_\_

### **FINANCE COMMITTEE RESPONSIBILITIES**

- **FY26 (2025-2026) Annual District Budget:** Date Approved: \_\_June 12, 2025\_\_
- **Dedicated Reserves:**  
Board Approval Date: \_\_9/11/2025\_\_
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*  
Review/Recording Date: \_\_\_\_\_
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*  
Review/Approval Date: \_\_\_\_\_
- **Att D:** (submitted every 2 years, next due: July 15, 2027)  
Date Submitted: \_\_7/3/2025\_\_

### **PERSONNEL COMMITTEE RESPONSIBILITIES**

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): \_\_\_\_\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** \_\_7/10/2025\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: \_\_\_\_\_

### **CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES**

- **Secondary Considerations Approved:**  
DCR: submitted; 6/25/2025; approved by Sara Bottenfield 7/2/2025\_\_ SWCD Board: \_\_5/8/2025\_\_
- **Average Cost List:**  
Submitted to DCR: \_\_6/25/2025\_\_ SWCD Board Approved: \_\_6/12/2025\_\_

### **EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES**

- **Host an Agricultural Community Outreach Event:** (At least 1 event must be held in accordance with the conditions as outlined in Attachment F of the Grant deliverables)  
Date(s) of Event(s): \_\_11/5/2025\_\_

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS  
November 13, 2025  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

November's award luncheon is one of my favorite SWCD activities for the year and we have some great honorees this year as well. In addition to our local awards, our nominee for the Basin Clean Water Farm Award won as well (2nd time in my memory for an LFSWCD district nominee). They will also be recognized at the VASWCD annual meeting in December!!!! We welcome Brett Ramer and Olivia Donachie to our staff - definitely have 2 winners with them! And, we welcome Isaac Loyd to the world and congrats to Ben and his wife. One down and 2 more to go! We need to keep Paul Burkholder in our thoughts as he is having surgery as we celebrate our awardees; if all goes well he will return in January. We have already gotten a budget proposal request from Shenandoah County which kicks off the budget season for our district - when our other jurisdiction requests arrive, the relevant Directors should work closely with Sarah and Allyson to put together strong budget requests. A heads up that at our December board meeting we will hold elections for our District officers for 2026.

**Treasurer / Finance Report  
Stephanie Shillingburg**

- I have reviewed the October 2025 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Please review the monthly Financial Reports provided in the Board Packet to be filed for audit.
- **MOTION is needed "that the Treasurer's report/documents be filed for audit".**

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

**Items of Interest:**

- Our Bi-Annual Audit is scheduled for January 14, 2026.
- Q1 Attachment E submitted to Debbie/DCR on 10/13/2025
- Earned SHRM Recertification!
- We have received FY27 Budget Requests from Shenandoah, Frederick, and Warren Counties thus far.
  - Shenandoah & Warren due 12/5
  - Frederick due 12/8

**Monthly Happenings:**

- New Hire Correspondence and Onboarding items (x2)
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Add meeting minutes and calendar items to the Website. Updated Committee List and Board/Staff Contact Page.

**Trainings/Education/Participation:**

- 10/1 Webinar x1
- 10/7 Webinar x3
- 10/8 Webinar x1
- 10/14 Onboarding Brett & Olivia
- 10/16 Virtual Retreat – SHRM (3.5 PDC's)
- 10/21 Webinar x1

- 10/23 Dam Inspections
- 10/23 Webinar x2
- 10/28 DCR Security Awareness Training
- 10/29 Webinar x1
- 10/30 Webinarx1

## **Conservation Programs Manager**

### **Dana Gochenour**

#### **Training**

- DCR Security Awareness Training
- Completed enough Professional Development Credits to achieve SHRM-CP recertification

#### **Promoting BMPs**

- Completed as-built inspection of S. Smith SL-6W/SL-7 and worked on reimbursement (Frederick Co.)
- Staked exclusion fence at J. Bowman SL-6W (Eishelman's Run, Shenandoah Co.)
- With Madison, met with B. Claggett to discuss SL-6W plan and budget (Wheat Spring Branch, Clarke, Co.)
- Cover crop sign ups at Shenandoah Co. government center and Alson Smith AREC
- Attended the full TAC meeting in Goochland, VA
- Completed district annual inspection of Lake Laura and Birdhaven Dams with Jim Fagan, district staff, and Bryce representatives
- Completed reimbursement breakdown for Franklin SL-1 (Clarke Co.)
- Met with contractor at J. Bowman SL-6W to answer question about fence placement
- Completed and submitted Clean Water Farm award Basin Nomination for Woodbine Farms, Inc.
- Communication with T. Gano about his SL-1 planting (Frederick Co.)

#### **Staff Relations**

- Conservation Technical Committee meeting
- Board of Directors meeting
- With Sarah, met with Brett and Olivia to go over district policies and onboarding tasks
- Picked up apple butter for awards luncheon
- Communication with DCR staff regarding onboarding, training access, and certification for our new employees

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

- 

## **Senior Conservation Specialist**

### **Nick Livesay**

#### **Promoting BMPs**

- Visit with potential SL-6W in Shenandoah County
- Visit with potential FR-3, SL-7 in Frederick County with Madison
- Visit with potential WP-3 in Shenandoah County with Madison
- Visit with potential SL-6W, FR-3 in Clarke County
- Cover Crop sign-ups with staff at Shen Co. Gov't Building/Fred. Co. AREC
- Visit with potential SL-1, SL-8H, FR-3 in Frederick County
- Romero (SL-6W: Shen. Co.) water system design work and correspondence
- Whetzel (WP-4SF: Shen. Co.) correspondence regarding project increases
- Bowman (SL-6W: Shen. Co.) stream crossing surveys with Madison and Ben
- Bushong (WP-4LL: Shen. Co.) site surveys to DCR engineering
- Correspondence with potential SL-6W in Shen. Co. regarding overall plan
- Koon (WP-4B: Clarke County) correspondence regarding project construction

- Visit with potential SL-6W in Fred. Co. with Olivia and Brett
- Cover Crop data entry training with Ally and staff
- Foltz (WP-4SF: Shen. Co.) correspondence with producer and engineer re: sizing
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

#### Education

- MRGS Conservation Planning lesson with Ally – two morning classes

#### Other Relations

- Annual VCE Forestry Field Day in Frederick County
- Shenandoah County Leadership Course – local industry day
- CTC Meeting 10/2
- Board Meeting 10/9
- Office re-structuring with Ben
- Strasburg Community Garden Meeting re: transition
- Sick leave: 10/6, 10/7

### **Conservation Specialist Madison Coffey**

#### Training:

- How to enter Cover Crop sign-ups into tracking – 10/30/2025

#### Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Initial site visit with Nick on 10/2/2025 for a potential rotational grazing project in Frederick County.
- As-built inspection on 10/3/2025 for vegetation establishment for Polk (Shen: SL-11). Reviewed bills and processed reimbursement. Got cover crop sign-up documents.
- As-built inspection on 10/3/2025 for fence for Shiflett (Shen: SL-6W). Reviewed bills and processed reimbursement.
- Pre-construction meeting and fence staking with Ben on 10/6/2025 for Snow (Clarke: SL-6W)
- Initial site visit with Seth (TU) on 10/7/2025 for several stream bank erosion issues in Shenandoah County.
- Follow-up site visit with Ben on 10/9/2025 for a potential SL-6W project in Warren County. Reviewed plan map and discussed changes. Updated plan map and resent to landowner.
- Initial site visit with Nick on 10/14/2025 for several potential agronomic projects and potential grassed water way. Sent follow-up email with program details.
- Met with new staff Brett and Olivia on 10/17/2025 to train on mapping and other online tasks.
- Cover crop sign ups on 10/20/2025 at the Shenandoah County Extension Office.
- Follow-up site visit with Dana on 10/21/2025 for a potential stream exclusion project in Clarke County. Reviewed the plan map, cost estimate, and programmatic information with the landowner and renters.
- Cover crop sign-ups and staff meeting day on 10/22/2025 at the Winchester AREC.
- Staked out stream crossing locations and trough location with Ben on 10/22/2025 for Atkinson (Fred: SL-6W)
- Pre-construction meeting for water system and stream crossing surveys with Ben and Nick for Bowman (Shen: SL-6W). Worked on stream crossing designs with Brett and Olivia.
- Get Part 3 signature on 10/28/2025 from Polk (Shen: SL-11)
- As-built inspection with Ben, Brett, and Olivia on 10/28/2025 for Gochenour (Shen: SL-6N).
- As-built inspection with Ben and Brett on 10/31/2025 for Dotson (Shen: SL-6W).

#### Other Activities:

- Admin Review – 10/1/2025
- CTC Agenda Prep – 10/8/2025

- CTC Meeting – 10/9/2025
- Board Meeting – 10/9/2025

## Conservation Specialist Ben Loyd

### Training:

- In office cover crop tracking entry training – 10/30/2025

### Promoting BMPs:

- Follow up visit, updated plan map and cost estimate for potential SL-6W – Clarke County
- Bills breakdown for completed SL-6W – Frederick County
- Water system design review for approved SL-6W – Shenandoah County
- Pre-Construction meeting for approved SL-7 – Clarke County
- Mid-construction check for approved SL-6W – Clarke County
- Initial visit, plan map and cost estimate for potential SL-1 – Frederick County
- Conservation Plan creation and enter into tracking for potential SL-1 – Frederick County
- Pre-Construction meeting and fence staking with Madison for approved SL-6W – Clarke County
- Mid-construction check for approved SL-7 – Clarke County
- Fence staking with Lisa and Dana for approved SL-6W – Shenandoah County
- As-Built with Lisa and Dana for SL-6W – Shenandoah County
- As-Built for SL-6W- Frederick County
- Water System design for approved SL-6W/SL-7 – Clarke County
- Follow up visit with Madison for potential SL-6W – Warren County
- Check drop off and part III signature for completed SL-6W – Frederick County
- Follow up visit with DCR engineering specialist, Brett, and Olivia to determine eligibility for a stream crossing for a piggyback SL-6W – Warren County
- Mid-construction check with Brett and Olivia for approved SL-6W – Shenandoah County
- Mid-construction check with Brett and Olivia for approved WP-4LL – Shenandoah County
- Stream crossing layout with Madison for approved SL-6W – Frederick County
- Initial visit for technical assistance – Frederick County
- Pre-construction meeting and stream crossing survey with Madison and Nick for approved SL-6W – Shenandoah County
- Pre-construction meeting and fence staking for approved SL-6N – Clarke County
- As-built with Madison, Brett, and Olivia for completed SL-6N – Frederick County
- Bills breakdown for completed SL-6N – Frederick County
- As-built for fence and pipeline with Madison and Brett for approved SL-6W – Shenandoah County

### Other Activities:

- CTC Meeting – 10/9/2025
- Board Meeting – 10/9/2025

## Conservation Specialist Brett Ramer

### Training:

- Virginia Cultural and Historic Resources Training- 10/15-10/16/2025
- 3 Modules of Security Awareness Training

### Promoting BMPs:

- Field Visit in Warren County with DCR engineer, Ben, and Olivia to look at proposed animal trail/stream crossing project (SL-6W)
- Construction checks in Shenandoah County with Ben, Olivia for fencing, waterline, and trough project (SL-6W)
- Construction checks in Shenandoah County with Ben, Olivia for manure storage/feeding building (WP-4LL)

- As-Built fence and trough check with Ben, Madison, and Olivia in Frederick County (SL-6N)
- Initial Field Visit with Nick and Olivia in Frederick County (SL-6W)
- As-Built fence and trough check with Ben and Madison in Shenandoah County (SL-7)

#### **Other Activities:**

- Completed onboarding paperwork at Shenandoah County Government Center
- Was able to transfer NRCS Certified Planner Certification over to Virginia DCR as of 10/16/2025
- Meeting with Madison and Olivia to go over some general computer work
- Went over Erosion Practices Training and Ford Stream Crossing presentations online on the DCR website.
- Cover Crop sign-ups in Woodstock and Winchester
- Started ArcGIS Pro download process. Must wait to get license from NRCS
- Dam Inspection at Lake Laura with Olivia, Dana, and Lisa
- Submitted VASWCD Annual Meeting Registration
- Cover Crop Data Entry Meeting with staff
- Look over Stream Crossing Design Process w/Madison and Olivia

### **Conservation Specialist Olivia Donachie**

#### **Training:**

- Conservation Planner Certification Trainings:
  - Virginia Rare, Threatened, and Endangered Species Protection - 10/16
  - Virginia Cultural and Historic Resource Protection - 10/15
  - Overview of Water Quality Resource Assessment (Online Video)\*
  - Nitrogen Management and Concerns (Online Video)\*
  - Phosphorous Management and Concerns (Online Video)\*
  - Sediment Management (Online Video)\*
  - \*Was not able to take the corresponding exams to these video trainings because they are through AgLearn which is not functioning under the shut down.
- Security Awareness Training

#### **Promoting BMPs:**

- Shenandoah County Office for cover crop sign ups – 10/20 and 10/24
- Construction checks in Shen Co with Ben and Brett for manure storage (WP-4LL) – 10/21
- Winchester AREC for cover crop sign ups – 10/22
- As built fence and trough measurements at Jeff Gochenour's farm (SL-6N) – 10/28
- Initial site visit at Samantha Stern's with Nick and Brett (SL-6W) – 10/29

#### **Other Activities:**

- First day - went to Shenandoah County Office for onboarding meeting - 10/14
- Met with Madison and Brett at West Oaks to go over general computer things – 10/17
- Annual dam inspections at Bryce with Dana, Brett, Lisa and Sarah – 10/23
- Registered for VASWCD Annual Meeting
- Learned about stream crossing design from Madison
- Learned how to enter cover crops into Tracking from Ally

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

#### **Training**

- Blandly Evasive Species Identification Walk - 10/3/2025



- Attended Virginia Cultural and Historic Resources Protection Training provided by DCR - 10/15 and 10/16

#### **Promoting BMPs**

- Processed 18 VACS October board approvals in CAS and mailed to participants for signature.
- Processed 3 VACS October board approved increases and mailed to participants for signature.
- Assisted with two participant As-Built visits.
- Processed resource concerns for three contracts.

#### **VCAP**

- Site visit of potential conservation landscaping participant in Warren County with Allyson Ponn - 10/8/2025
- Site visit of potential rainwater harvesting participant in Clarke County - 10/28/2025.
- Coordinated 3 VCAP visits for November with new participants.

#### **Other Activities:**

- Technical Meeting 10/9/2025
- Board Meeting - 10/9/2025
- Attended Lake Laura and Lake Carrol Dam Inspections. Completed draft self-inspection reports and submitted to committee lead.

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

#### **Education:**

- SMSC Practicum student meetings (x3)
- Area 1 Envirothon planning meeting
- 1<sup>st</sup> Grade Fields trip at Seven Bends SP
- Winchester Native Plant Festival @ Jim Barnett Park
- VASWCD Envirothon Planning Meeting
- Conservation Day @ Powhatan School
- Farm Conservation Simulation @ MRGS with Nick (x2)
- Strasburg Community Garden planning meeting

#### **Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- November Newsletter preparation
- Annual Awards Luncheon Planning (Location, catering, awardees, writeups, etc)

#### **Promoting BMPs:**

- Cover Crop & Nutrient Management TAC
- Cover crop sign up + processing
- Ag Outreach event coordination
  - o Shenandoah Valley Small Farm Resource Fair

#### **Office:**

- CTC and Board meeting
- Area 1 Chair/Vice Chair discussions
- Off-site Cover Crop signup prep – printing applications, maps, etc
  - o Contacted landowners through email, mailing and phone calls
- Processing Cover Crops How To for staff

#### **VACDE/Training:**

- Review for VACDE District Professional Award
- VASWCD Association + Educational Foundation Meeting
- Annual Auction coordination
- VACDE Quarterly meeting
- VACDE 2026 Budget Meeting

**Upcoming Events:**

- 12/7-9: VASWCD Annual Meeting @ Williamsburg

**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 new items.

**Education & Information  
Joan Comanor**

Enjoy the Annual Awards Luncheon!!! Also kudos to Allyson and thanks to Dana, Madison and Olivia for the excellent outreach event help on Nov 5. It demonstrated great partnerships for conservation and the farmer "panel" who spoke were excellent. Attendees certainly included some new individuals to our universe. And the Mt Jackson event center was terrific.

**Legislative Committee  
Paul Burkholder**

- No items to report.

**Personnel  
Joan Comanor**

A big welcome to Brett and Olivia who started with us on October 16 and have already been involved in a variety of activities. Brett was officially notified that his NRCS experience is credited so he is Conservation Planner certified by DCR! Olivia is already working on her accreditation. Sarah has been recertified based on her continuing ed credits with the Society for Human Resource Management as well!

**Operations  
Justin Mackay-Smith**

- No new items.

**Northern Shenandoah Valley Regional Commission  
Mary Gessner**

- Nothing to report.

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

- Nothing to report.

**Shenandoah Pure Water Forum  
Jack Owens**

- No written report.

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

- No written report submitted.

**Department of Conservation & Recreation (DCR)**  
**Debbie Cross**

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2023 in the fall. The training can be accessed at <https://ethicswebinar.dls.virginia.gov>. Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction’s clerk know your completion date.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. The VA Freedom of Information Act Advisory Council has several options available for fulfilling the FOIA training requirement. It is recommended that you take a screen shot of the completion message once you finish the training. Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to access these options. This is an off year for most directors but check your dates with SWCD Admin staff.
  - Click on the link (above) and scroll down to the heading “Other Courses” and then to the sub heading titled “Local Officials Course”. In this section, there should be a big blue box that says “Register”. Use this box to register for one of the four upcoming webinar courses listed below.
    - **Wednesday, November 12, 2025, at 10:00AM**
    - **Wednesday, December 3, 2025, at 10:00AM**

**AG COST SHARE ITEMS:**

- **Dates for Cost Share Obligations data pull and Disbursement letter dates:**
    - Pull obligations Nov. 1, **disbursement letters to SWCDs Nov. 14**
    - Pull obligations Feb. 1, disbursement letters to SWCDs Feb. 12
    - Pull obligations May 1, disbursement letters to SWCDs May 11
    - Pull obligations June 1, letters to SWCDs June 8
  - **CAS Help Desk:** CAS-related issues & help requests are now to be sent to a new DSWC CAS Help Desk email at [dswc-cas-help@dcv.virginia.gov](mailto:dswc-cas-help@dcv.virginia.gov). Data Services will be reviewing all incoming emails and prioritizing requests accordingly. You can send requests to unlock contracts directly to your CDC.
  - **Cost Share approvals required by June 15<sup>th</sup> per the VSWCB Policy (see language below) and the state budget Appropriations language.** During the 2025 General Assembly Session, a budget amendment authorized the reallocation of unobligated cost-share funds by the Virginia Soil and Water Conservation Board from the Chesapeake Bay watershed to areas outside of the Chesapeake Bay watershed (Southern Rivers). That budget amendment requires Districts to obligate cost-share funding by June 15 of each year. Both the *FY2026 Cost-Share and Technical Assistance Funding Policy* and the *FY2026 Cost-Share and Technical Assistance Grant Agreement* reflect the **June 15 deadline for District Board actions to obligate cost-share funds. What does this mean to your district?** There can be no approvals beyond June 15<sup>th</sup> so plan accordingly. I might suggest you look toward May as being the last board meeting to approve new BMP contracts and use June to close out projects and clean up loose ends before the Fiscal year ends June 30.
- Excerpt from policy: 9. Reallocation of Cost-Share:** Following the end of each fiscal year, the Board shall reallocate (redistribute) unobligated VACS allocations, including unobligated funds from prior fiscal years, and unobligated CREP or RCPP funds (keeping cost-share within the drainage basin it was originally allocated within). These funds will be used for VACS programmatic priorities which may include funding for Chesapeake Bay Watershed Implementation Plan or targeted agricultural BMPs. **VACS funds that have not been approved by the District’s Board of Directors by June 15, 2026, to fund an existing cost-share application are considered to be unobligated and must be returned to the Department.**
- **VA Tax Credit Reminder:** The 'Technical Certification Date' and the 'Tax Credit Certification Signature Date' must be within the same calendar year for the tax credit to be valid. **Some District Boards do not meet in December so if you anticipate projects being completed late in the year that will need tax credit approval, your Board may want to give delegated authority to an available Director to handle tax credit approvals and signatures through the end of the year.** If a producer requests tax credit that will not be approved until a January Board meeting the 'Technical Certification Date' and 'Tax Credit Certification Signature Date' will both need to be in 2026, and the tax credit will not be eligible for redemption until 2026 taxes are filed. The recording of the Tax Credit training session held 11/8/24 is available in CAS on the Forms page.
  - **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and approving any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2025. Taking signup and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2026, as soon as the current lifespan ends. In CAS it is

critical that the 'Technical Certification Date' on the General tab reflect technical certification by the end of this calendar year to avoid a break in lifespan.

- **Remember to use the Related Instances function in CAS** when a CCI practices follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.
- **IT Security Training: deadline December 15, 2025**, for all users of Conservation Application Suite. To access the training <https://training.knowbe4.com/ui/users/login>. Users received an email from Carl Thiel-Goin with instructions on 10/28 with log in details. Follow these instructions carefully. If you began employment with the District in calendar year 2025 and took the training, you are exempt from taking it again in 2025.
- **Update to VACS Definition of Applicant:** The Virginia Soil and Water Conservation Board met on September 16 and approved a mid-year amendment to the VACS Manual to revise the definition of 'applicant'. In the Guidelines and Glossary sections of the manual, the definition of 'applicant' now includes the following: **"Any individual, landowner, agent, operator of record, or business entity who is determined to have knowingly misrepresented its compliance status with the VACS Program to a District or District Representative may, upon a determination of a Board of District Directors, not be considered an "applicant" for a period of at least five (5) years. In rendering such a determination, the Board of District Directors shall evaluate all available evidence in a public meeting, and any related resolutions must be passed by a majority vote of a quorum of District Directors."**

**Associate Director Job Descriptions and Guidelines:** DCR has received questions recently about the roles, responsibilities, and ability for Associate Directors to participate in SWCD meetings. **Each District Board is requested to review and revise as needed their current Associate Director Job Description and policy or guidelines.**

- Associate Directors of VA SWCDs are not referenced in Code of VA.
- No official decision from OAG exists on what Associate Directors can and can't do.
- **OAG guidance is that all SWCDs should create and adopt an Associate Director Job Description.** The purpose of this job description is to define clear parameters as to what Associate Directors are authorized by the local BOD to do. Without such parameters in place, it could be argued in court that all Associate Directors have all voting rights, which is clearly not the intent of an elected board nor the intention of anyone when Associate Director positions were initially created. This includes covering when an Associate Director can and cannot vote.

**DCR recommends districts adopt associate director's job guidelines** including the following components:

- Purpose of Associate Director
- Associate Directors may be members of committees established by the board and they have voting rights on said committees.
- Associate Directors may be Chairs of committees established by local BODs.
- An Associate Director who is Chair of a committee may present committee recommendations to the BOD at a regular or special-called board meeting for consideration; however, an Associate Director may not vote in such meetings.
- An Associate Director may not make a stand-alone motion in a regular or special-called board meeting.
- Associate Directors may participate in discussions in board meetings, but they do not have voting rights.
- Associate Directors may be invited to participate in closed meetings.

**DCR Director Matthew Wells** returned to the private sector November 1, 2025, after four years of service to DCR. Upon his departure, Chief Deputy Director Andrew Smith will serve as Acting Director of DCR.

#### **UPCOMING DATES TO REMEMBER:**

**Nov 11:** State Offices closed. Holiday Veteran's Day

**Nov 26 -28:** State Offices closed beginning noon on the 26<sup>th</sup>. Thanksgiving Holiday

**Dec 7-9: VASWCD Annual Meeting**, Doubletree by Hilton Hotel, Williamsburg Draft conference agenda :

<https://virginiaassociationofsoilandwa.app.box.com/s/9rs6rkq9pxypmfkmmwvpdbrqt8zd0o6>

**Dec 10: VSWCB Meeting**, Williamsburg

**Dec 19 – Jan 5:** Debbie on leave

**Dec 24-26:** State Offices closed, beginning noon on the 24<sup>th</sup>. Christmas Holiday

**Jan 1, 2026:** State Offices closed. New Year's Day Holiday

11/3/2025.

*CDC Report sent to districts*

#### **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)**

DEQ's Valley Regional Office (VRO) staff completed the nuisance algae monitoring season (May 2025-October 2025) last month. Starting in May, the VRO Team visited six sites monthly, four on the North Fork Shenandoah River and two on the South Fork Shenandoah River, to collect observations of algae substrate coverage. When growth was above 10% coverage of a transect, a sample was collected for laboratory analysis. Three of the monthly monitoring sites did not have enough prolific algae growth to collect a sample until October. The other three sites were visited monthly, but no samples were collected this monitoring season due to low algae growth. A total of four algae complaints were received by VRO; two samples were collected in response to these complaints. For questions, please contact Tara Wyrick, VRO Water Monitoring and Assessment Manager: [tara.wyrick@deq.virginia.gov](mailto:tara.wyrick@deq.virginia.gov)

**MISC.**



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## MINUTES

The October 9, 2025, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

### **LFSWCD Directors**

Joan Comanor  
Mary Gessner  
Paul Burkholder  
Reid Hoak  
Justin Mackay-Smith  
Randy Buckley  
Jack Owens

### **Associate Directors**

Stephanie Shillingburg  
Ed Pendelton

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

### **LFSWCD Staff Members**

Allyson Ponn  
Ben Loyd  
Nick Livesay  
Sarah Fleming  
Dana Gochenour  
Madison Coffey  
Lisa Parks

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

Emma Bricker  
Mark Huddleston  
Kermit Gaither  
Robert "Bobby" Clark  
James Fagan  
Jason Bushong



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**LFSWCD Board Chair Joan Comanor called the meeting to order at 10:17 am.**

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

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

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

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

### Conservation Technical - Mary Gessner

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

Motion to recommend the board approve tax credit and increased cost share for contract 13-25-0092

CP-13-25-0031	13-25-0092	647784	Shen./Permanent Veg. Cover on Critical Area	SL-11	\$	463.81			
	13-25-0092	647784	Shen./Permanent Veg. Cover on Critical Areas	SL-11	\$	1,650.77			

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

\*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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





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Motion to recommend the board conservation plan and cost share for contract 13-26-0017 SL-7

CP-NRCS	13-26-0017	724212	Shenandoah	Extension of Watering Systems	SL-7	High	100	25.79	N	\$	17,842.00
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**Motion made by Mary Gessner, seconded by Justin Mackay Smith. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and cost share for contract 13-26-0018 WP-4

CP-NRCS	13-26-0018	721536	Shenandoah	Animal waste control facilities	WP-4	High	113	12.13	Y	\$	113,647.10
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**Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.**

\*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and cost share for three instances for contract 13-26-0028 SL-1s

CP-13-26-0018	13-26-0028	72282	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	104	25.21	Y	\$	1,320.00
CP-13-26-0018	13-26-0028	724290	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	79	26.92	Y	\$	3,440.00
CP-13-26-0018	13-26-0028	724291	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	75	24.74	Y	\$	3,440.00

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board conservation plan and cost share for contract 13-26-0026 SL-1

CP-13-26-0016	13-26-0026	722388	Frederick	Long Term Vegetative Cover on Crop	SL-1	High	103	34.49	N	\$	12,480.00
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**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board conservation plan and cost share for variance contract 13-26-0015 WP-4

CP-13-26-0013	13-26-0015	712744	Shenandoah	Animal waste control facilities	WP-4	High	100	8.48	Y	\$	756,479.63
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**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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





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Motion to recommend the board approve cost share for all SL-8H practices in the CTC agenda

N/A	13-26-0020	721583	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	44.29	N	\$	414.20
N/A	13-26-0029	724334	Shenandoah	Harvestable Cover Crop	SL-8H	High	90	43.07	N	\$	418.60
N/A	13-26-0029	724329	Shenandoah	Harvestable Cover Crop	SL-8H	High	85	44.01	N	\$	87.20
N/A	13-26-0025	721722	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	83	46.50	N	\$	300.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve cost share for all SL-8B practices in the CTC agenda

N/A	13-26-0029	724321	Shenandoah	Small Grain and Mixed Cover Crop for	SL-8B	High	87	27.42	Y	\$	750.50
N/A	13-26-0019	721570	Frederick	Small Grain and Mixed Cover Crop for	SL-8B	Medium	94	12.00	Y	\$	8,324.00
N/A	13-26-0023	721638	Shenandoah	Small Grain and Mixed Cover Crop for	SL-8B	Medium	94	28.40	Y	\$	1,607.20
N/A	13-26-0023	721642	Shenandoah	Small Grain and Mixed Cover Crop for	SL-8B	Medium	91	30.85	Y	\$	1,536.00
N/A	13-26-0022	721625	Clarke	Small Grain and Mixed Cover Crop for	SL-8B	Low	94	32.71	Y	\$	1,200.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and cost share for contract 13-26-0020 SL-1

CP-13-25-0032	13-26-0020	721608	Shenandoah	Long Term Vegetative Cover on Crop	SL-1	High	78	27.14	N	\$	4,300.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board conservation plan and cost share for contract 13-26-0024 SL-1

CP-13-26-0017	13-26-0024	721691	Shenandoah	Long Term Vegetative Cover on Crop	SL-1	High	75	29.43	N	\$	3,951.15
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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



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Motion to recommend the board approve conservation plan and cost share for contract 13-26-0027 SL-1

CP-13-26-0016	13-26-0027	722034	Frederick	Long Term Vegetative Cover on Crop	SL-1	Low	84	33.85	N	\$	7,998.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and increase in cost share for contract 13-24-0070 WP-4SF

13-24-0070	582217	Shen. /Seasonal Feeding Facility	WP-4SF							\$	20,701.80
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and increase in cost share for contract 13-24-0099 SL-6W

13-24-0099	586509	Fred. /Stream Exclusion w/ Wide Buffer	SL-6W							\$	20,693.20
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan and NMP documentation for Foltz Farm Equipment Tax Credit

Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

Motion to recommend the board approve conservation plan CP-13-26-0017

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

\*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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



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

- Reviewed written report.

**MOTION:** the Board ratifies Chair signature and supports the Letter of Support on DCR Buffer maintenance (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

### **Education & Information – Joan Comanor**

- Update on Annual Awards Luncheon given by Allyson
- All local Farm Bureau Annual meetings were attended by staff members.
- An update was given on the upcoming Ag Outreach Event
  - Will be held 11/5/2025; 4:30-6:30pm at the CREW Center in Mt. Jackson, VA.

**MOTION:** the Board accepts the Education and Information 9/11/2025 committee meeting minutes , and Finance 9/11/2025 committee meeting minutes (as presented in the Board Packet). Motion made by Jack Owens, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan were absent at the time of vote.

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

**Reid Hoak departed the meeting at 10:35 am. Quorum was no longer present.**

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

- Reviewed her written report.

### **Technical Staff Reports:**

#### **Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.

#### **Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.

#### **Conservation Specialist, Madison Coffey:**

- Reviewed written report.



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**Conservation Specialist, Ben Loyd**

- Reviewed written report.

**Program Support Specialist, Lisa Parks:**

- Reviewed written report.

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

- Allyson reviewed her written report.

**Committee Updates:**

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

- October 23, 2025, we will perform the Annual Dam inspections. Please meet at 10:00am at Lake Laura lower lot. This year is a "Self-Inspection".

**Legislative – Paul Burkholder**

- Notified group that Dan Hoffman is leaving the City of Winchester.

**Personnel – Joan Comanor**

- Our new Staff members will be joining us on October 14, 2025.

**Operations – Justin Mackay-Smith**

- No new items.

**Local Agency Updates:**

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

- No new items to report.

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

- No new items to report.

**Shenandoah Pure Water Forum – Jack Owens**

- No new items to report.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- Brent was absent from the meeting.

**Virginia Department of Conservation & Recreation: Debbie Cross**

- Debbie was absent from the meeting.

**Virginia Cooperative Extension: Robert Clark**

- Bobby was absent from the meeting.

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.



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**Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

**Department of Environmental Quality: Sara Jordan**

- Not in attendance.

**Other:**

**Adjournment:**

The meeting adjourned at approximately 11:12am.

*Respectfully submitted,*

*Sarah R. Fleming,*

Board Secretary

Approved by the Board through motion on:

**BOD Meeting Attendance  
FY 2025 (JUL 2024 - JUN 2025)**

Name:		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>													
Joan Comanor, Vice Chair		X	X	X	X	X	X	X	X	X	X	X	X
Mary Gessner		X	X	X	X	X	A	X	X	X	X	X	X
James Fagan		X	X	X	X	X	X	X	X	A	X	A	X
Kermit Gaither		A	A	A	X	X	X	X	A	X	A	A	A
Jack Owens		A	A	X	A	X	X	X	X	X	X	X	X
Paul Burkholder		X	X	X	X	X	A	X	A	X	X	X	Excused Absence
Reid Hoak		X	X	X	X	X	X	A	A	X	X	X	A
Justin MacKay-Smith		X	A	X	X	X	X	X	X	X	X	X	X
Randy Buckley		X	X	X	X	X	X	X	X	A	X	X	X
Robert Clark								A	X	X	X	X	X
Emma Bricker		A	X	X	X	X	A	A	A	X	X	X	X
Mark Huddleston		X	X	X	X	X	X	A	A	X	A	X	X
<b>Associate Board of Directors</b>													
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X	X	X	X	A	X	A
Jason Bushong		A	A	A	A	A	A	A	A	A	A	A	A
Ed Pendleton		X	X	A	X	X	X	X	X	A	A	A	X
Ira "Buck" Richards		A	A	A	A	A	A	A	A	A	A	A	A
<b>Staff</b>													
Madison Coffey		X	X	X	X	X	X	X	X	X	X	V	X
Sarah Fleming		X	X	X	X	X	X	M/L	X	X	X	X	X
Dana Gochenour		X	X	T	X	X	X	X	X	X	X	V	X
Nick Livesay		X	X	X	X	P/L	X	X	X	X	X	X	X
Allyson Ponn		X	X	X	X	X	Event	X	X	X	Event	X	X
Sabrina Heltzel		X	A/L	X	X	X	X	X	A/L	X	X	X	X
Lisa Parks (start date June1)													X
Ben Loyd		X	X	X	X	X	X	X	X	X	X	X	X
<b>Guests</b>													
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	
Brian Brezenski, NRCS			X				X						X
Bobby Clark							X						
Alex, NRCS							X						

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

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

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

\* tentative dates



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

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

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

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

11/03/25  
Cash Basis

**Lord Fairfax Soil and Water Conservation District**  
**Fund Balances**  
**As of October 31, 2025**

	Oct 31, 25
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
<b>Total Dedicated Reserves</b>	<b>1,960,000.00</b>
<b>Operations</b>	
DCR Operating Funds	528,905.56
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
<b>Total Other Income</b>	<b>3,408.26</b>
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	10,803.10
<b>Special Projects</b>	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,557.06
<b>Total Community Garden/Harvest Fest.</b>	<b>4,790.92</b>
<b>Total Special Projects</b>	<b>4,790.92</b>
Sales/Services	2,063.70
Interest	92,308.73
Local Gov't Funds	104,936.28
<b>Total Operations</b>	<b>793,511.12</b>
<b>Restricted Funds</b>	
VNRCF TA	
FY 26 VNRCF TA	344,934.25
FY 25 VNRCF TA	128,622.23
<b>Total VNRCF TA</b>	<b>473,556.48</b>
VCAP TA	1,200.00
<b>Cost Share Funds</b>	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
<b>WQIA</b>	
2026 CB VACS Transfer (24)	7,177.50
2026 CB VACS	1,428,771.93
2025 CB VACS	5,014,303.66
2024 CB VACS	2,107,821.78
2023 CB VACS Transfer (22)	71,382.23
2023 CB VACS	406,260.00
2022 CB VACS	164,749.88
<b>Total WQIA</b>	<b>9,200,466.98</b>
<b>Total Cost Share Funds</b>	<b>9,200,466.98</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

As of October 31, 2025

11/03/25

Cash Basis

	Oct 31, 25
Other restricted funds	
Grants	
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	1,358.94
Total Other restricted funds	1,358.94
Total Restricted Funds	9,676,582.40
<b>TOTAL</b>	<b>12,430,093.52</b>

# Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

### July through October 2025

	Jul - Oct 25	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Income Designated Receipts			
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	0.00	0.0%
FY 25 VNRCF TA (Base+Add)	76,780.90	0.00	100.0%
FY 26 VNRCF TA (Base+Add)	344,934.25	560,000.00	61.6%
<b>Total Income Designated Receipts</b>	<b>430,715.15</b>	<b>569,000.00</b>	<b>75.7%</b>
Undesignated Receipts			
County/City Contributions			
Clarke	11,450.00	11,450.00	100.0%
Frederick	3,320.75	13,283.00	25.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	13,400.00	13,400.00	100.0%
Winchester	12,100.00	0.00	100.0%
<b>Total County/City Contributions</b>	<b>60,270.75</b>	<b>58,133.00</b>	<b>103.7%</b>
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
Interest Income	40,052.71	12,000.00	333.8%
Other Income			
Donations	0.00	400.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>400.00</b>	<b>0.0%</b>
VCAP			
VCAP Cost Share	7,000.00		
VCAP TA	1,200.00		
<b>Total VCAP</b>	<b>8,200.00</b>		
<b>Total Undesignated Receipts</b>	<b>315,114.96</b>	<b>483,716.00</b>	<b>65.1%</b>
<b>Total Income</b>	<b>745,830.11</b>	<b>1,052,716.00</b>	<b>70.8%</b>
<b>Gross Profit</b>	<b>745,830.11</b>	<b>1,052,716.00</b>	<b>70.8%</b>
<b>Expense</b>			
Awards Banquet	1,060.93	3,000.00	35.4%
Community Garden/Harvest Fest.	42.10	1,000.00	4.2%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	1,028.04	15,000.00	6.9%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	25.00		
VASWCD	3,592.00		
Dues - Other	0.00	5,000.00	0.0%
<b>Total Dues</b>	<b>4,392.00</b>	<b>5,000.00</b>	<b>87.8%</b>
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	0.00	500.00	0.0%
Ed Staff Training/Conferences	0.00	300.00	0.0%
Envirothon	0.00	1,000.00	0.0%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
<b>Total Scholarships</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.0%</b>
<b>Total Ed &amp; Info / Public Outreach</b>	<b>0.00</b>	<b>4,800.00</b>	<b>0.0%</b>
Insurance	1,308.00	2,000.00	65.4%
Office Expenses			

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11/03/25

Cash Basis

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

	<u>Jul - Oct 25</u>	<u>Budget</u>	<u>% of Budget</u>
Bank Fees/Serv Charge	36.00		
IT Services & Support / Web	2,438.58	10,000.00	24.4%
Office Equipment	5,579.65	10,000.00	55.8%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	1,632.00	5,000.00	32.6%
Office Supplies	1,523.37	5,500.00	27.7%
Postage	373.73	1,250.00	29.9%
Telephone/Internet	1,966.81	6,500.00	30.3%
Vacancy Ads	0.00	500.00	0.0%
<b>Total Office Expenses</b>	<b>13,550.14</b>	<b>52,750.00</b>	<b>25.7%</b>
<b>Personnel/Staff Expenses</b>			
Contractor Expenses	0.00	0.00	0.0%
Internship	0.00	3,600.00	0.0%
Staff Boot/Clothing	823.93	2,400.00	34.3%
Staff Mileage/Training	916.94	7,500.00	12.2%
Staff Salaries & Benefits	172,757.41	790,350.00	21.9%
<b>Total Personnel/Staff Expenses</b>	<b>174,498.28</b>	<b>803,850.00</b>	<b>21.7%</b>
<b>Vehicle Gas &amp; Service</b>	<b>1,341.64</b>	<b>7,000.00</b>	<b>19.2%</b>
<b>Total District Regular Expenses</b>	<b>196,118.10</b>	<b>890,400.00</b>	<b>22.0%</b>
<b>VCAP Expenditures</b>			
VCAP Cost Share disbursements	7,000.00		
<b>Total VCAP Expenditures</b>	<b>7,000.00</b>		
<b>Total Expense</b>	<b>204,221.13</b>	<b>900,400.00</b>	<b>22.7%</b>
<b>Net Ordinary Income</b>	<b>541,608.98</b>	<b>152,316.00</b>	<b>355.6%</b>
<b>Net Income</b>	<b>541,608.98</b>	<b>152,316.00</b>	<b>355.6%</b>

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11/03/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,325,642.94
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	10/02/2025	Transfer	Lord Fairfax SWCD	X	-12,100.00	-12,100.00
Check	10/08/2025	4022	Virginia Resource A...	X	-79,858.73	-91,958.73
Check	10/08/2025	4023	Dana P. Mank	X	-1,872.00	-93,830.73
Total Checks and Payments					-93,830.73	-93,830.73
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2025			X	30,157.69	30,157.69
Total Deposits and Credits					30,157.69	30,157.69
Total Cleared Transactions					-63,673.04	-63,673.04
Cleared Balance					-63,673.04	9,261,969.90
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/22/2025	4024	Matthew L. Polk		-5,445.77	-5,445.77
Total Checks and Payments					-5,445.77	-5,445.77
Total Uncleared Transactions					-5,445.77	-5,445.77
Register Balance as of 10/31/2025					-69,118.81	9,256,524.13
<b>Ending Balance</b>					<b>-69,118.81</b>	<b>9,256,524.13</b>

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11/03/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2025**

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	Oct 31, 25
Beginning Balance	9,325,642.94
Cleared Transactions	
Checks and Payments - 3 items	-93,830.73
Deposits and Credits - 1 item	30,157.69
Total Cleared Transactions	-63,673.04
Cleared Balance	<b>9,261,969.90</b>
Uncleared Transactions	
Checks and Payments - 1 item	-5,445.77
Total Uncleared Transactions	-5,445.77
Register Balance as of 10/31/2025	<b>9,256,524.13</b>
Ending Balance	9,256,524.13

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bank, Period Ending 10/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,340,633.89
<b>Cleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	09/24/2025	5568	Max Real Group, LLC	X	-408.00	-408.00
Check	09/24/2025	5569	Caron East Inc.	X	-345.00	-753.00
Check	09/24/2025	5567	Commercial Press, I...	X	-278.71	-1,031.71
Check	09/24/2025	5566	Shentel	X	-206.62	-1,238.33
Check	09/24/2025	5570	Pitney Bowes Globa...	X	-200.46	-1,438.79
Check	09/25/2025	5571	Jeremy Shen	X	-7,000.00	-8,438.79
Check	10/08/2025	5575	Treasurer, Shenand...	X	-172,757.41	-181,196.20
Check	10/08/2025	5572	NACD	X	-775.00	-181,971.20
Check	10/08/2025	5573	Max Real Group, LLC	X	-408.00	-182,379.20
Check	10/08/2025	5574	Virginia Business Sy...	X	-314.18	-182,693.38
Check	10/22/2025	5582	Queen Street Diner	X	-161.00	-182,854.38
Total Checks and Payments					-182,854.38	-182,854.38
<b>Deposits and Credits - 2 items</b>						
Deposit	10/02/2025			X	12,100.00	12,100.00
Deposit	10/31/2025			X	10,707.66	22,807.66
Total Deposits and Credits					22,807.66	22,807.66
Total Cleared Transactions					-160,046.72	-160,046.72
Cleared Balance					-160,046.72	3,180,587.17
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	09/04/2025	5560	Wakeman's Grove ...		-144.00	-144.00
Check	10/08/2025	5578	Millwood Station Vol...		-600.00	-744.00
Check	10/08/2025	5576	Virginia Business Sy...		-512.30	-1,256.30
Check	10/22/2025	5583	Card Services		-5,188.26	-6,444.56
Check	10/22/2025	5579	Shentel		-413.44	-6,858.00
Check	10/22/2025	5581	Bee Apprvd Honey		-132.00	-6,990.00
Check	10/22/2025	5580	Purchase Power		-27.78	-7,017.78
Total Checks and Payments					-7,017.78	-7,017.78
Total Uncleared Transactions					-7,017.78	-7,017.78
Register Balance as of 10/31/2025					-167,064.50	3,173,569.39
<b>Ending Balance</b>					<b>-167,064.50</b>	<b>3,173,569.39</b>



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11/03/25

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bank, Period Ending 10/31/2025**

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	<u>Oct 31, 25</u>
<b>Beginning Balance</b>	3,340,633.89
<b>Cleared Transactions</b>	
Checks and Payments - 11 items	-182,854.38
Deposits and Credits - 2 items	22,807.66
	<u>                                </u>
<b>Total Cleared Transactions</b>	-160,046.72
	<u>                                </u>
<b>Cleared Balance</b>	<b>3,180,587.17</b>
	<u>                                </u>
<b>Uncleared Transactions</b>	
Checks and Payments - 7 items	-7,017.78
	<u>                                </u>
<b>Total Uncleared Transactions</b>	-7,017.78
	<u>                                </u>
<b>Register Balance as of 10/31/2025</b>	<b>3,173,569.39</b>
	<u>                                </u>
<b>Ending Balance</b>	3,173,569.39

11.6.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: M. Gessner

Members Present: E. Pendleton, J. MacKay-Smith, R. Buckley,

Members Absent: R. Clark, J. Bushong

Others Present: D. Gochenour, N. Livesay, M. Coffey, L. Parks, B. Ramer, O. Donachie, Online: D. Cross, M. Roland

Call to Order: 10:01 AM

Motion by: MG

Adjourn: 10:41 AM

Motion by: JM

Fund Source:	Total funds available after 10/9/2025 Board Meeting	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 10/30/2025	Obligated - Paid as of 10/30/2025	Obligated as of 10/30/2025	Total Allocation from DCR
2026 CB VACS	\$ 5,855,429.91	\$ 28,061.59		\$ 5,883,491.50	\$ 294,278.42	\$ 5,589,213.08	\$ 8,693,765.34	\$ 2,727,177.56	\$ 2,732,590.06	\$ 8,616,653.00
2026 CB VACS Transfer (2024)	\$ -			\$ -		\$ -				
*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.							Total Obligated for 2026 CB VACS	\$ 2,732,590.06		
							Percent Obligated for 2026 CB VACS	31.71%		

Discussion:

Tax Credit Approvals; New Project Approvals; Underbudgets/Cancellations;

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

Tax Credits (All Program Years)											
Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-NRCS	13-24-0041	588608	Shen./Stream Exclusion with Wide Buffer	SL-6W	\$ 1,896.25			X	Complete - Not Paid	MC	
CP-13-25-0023	13-25-0017	647588	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$ 3,290.31			X	Complete - Not Paid	BL	
CP-13-25-0023	13-25-0017	647591	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$ 910.12			X	Complete - Not Paid	BL	
CP-13-25-0041	13-25-0101	649863	Fred./Extension of a Watering System	SL-7	\$ 3,497.30			X	Complete - Not Paid	DG	
Total Tax Credits presented for approval:					\$ 9,593.98						
Total Tax Credits Approved:					\$ 9,593.98						

2026 CB VACS Fund																
Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-26-0018	13-26-0028	724292	Shenandoah	Long Term Veg. Cover on	SL-1					\$ 400.00			X	Approved	NL	increase needed - wrong amount approved at last meeting
N/A	13-26-0029	724321	Shenandoah	Small Grain and Mixed C	SL-8B					\$ 450.30			X	Approved	AP	increase needed - planted by the early deadline
N/A	13-26-0052	730484	Shenandoah	Small Grain and Mixed C	SL-8B	High	115	22.72	Y	\$ 2,000.00			X	Unapproved	AP	
N/A	13-26-0046	730457	Shenandoah	Small Grain and Mixed C	SL-8B	High	114	19.56	Y	\$ 2,489.40			X	Unapproved	AP	
N/A	13-26-0031	725887	Shenandoah	Small Grain and Mixed C	SL-8B	High	111	24.95	Y	\$ 960.00			X	Unapproved	AP	
N/A	13-26-0028	730494	Shenandoah	Small Grain and Mixed C	SL-8B	High	109	20.67	Y	\$ 2,160.90			X	Unapproved	AP	
N/A	13-26-0048	730470	Shenandoah	Small Grain and Mixed C	SL-8B	High	109	21.38	Y	\$ 2,541.20			X	Unapproved	AP	
N/A	13-26-0031	725891	Shenandoah	Small Grain and Mixed C	SL-8B	High	108	24.41	Y	\$ 2,640.00			X	Unapproved	AP	
N/A	13-26-0048	730474	Shenandoah	Small Grain and Mixed C	SL-8B	High	107	21.98	Y	\$ 1,467.90			X	Unapproved	AP	
N/A	13-26-0052	730487	Shenandoah	Small Grain and Mixed C	SL-8B	High	107	26.39	Y	\$ 650.00			X	Unapproved	AP	
N/A	13-26-0041	730306	Shenandoah	Small Grain and Mixed C	SL-8B	High	106	24.58	Y	\$ 2,294.40			X	Unapproved	AP	
N/A	13-26-0052	730488	Shenandoah	Small Grain and Mixed C	SL-8B	High	106	25.02	Y	\$ 1,400.00			X	Unapproved	AP	
N/A	13-26-0046	730455	Shenandoah	Small Grain and Mixed C	SL-8B	High	106	25.28	Y	\$ 973.80			X	Unapproved	AP	
N/A	13-26-0044	730398	Shenandoah	Small Grain and Mixed C	SL-8B	High	105	18.00	Y	\$ 2,700.00			X	Unapproved	AP	

N/A	13-26-0041	730369	Shenandoah	Small Grain and Mixed C	SL-8B	High	105	20.84	Y	\$ 3,320.00			X	Unapproved	AP	
N/A	13-26-0031	725895	Shenandoah	Small Grain and Mixed C	SL-8B	High	105	27.31	Y	\$ 720.00			X	Unapproved	AP	
N/A	13-26-0036	726426	Shenandoah	Small Grain and Mixed C	SL-8B	High	104	7.91	Y	\$ 8,745.30			X	Unapproved	AP	
N/A	13-26-0034	726099	Shenandoah	Small Grain and Mixed C	SL-8B	High	104	8.02	Y	\$ 16,646.00			X	Unapproved	AP	
N/A	13-26-0041	730219	Shenandoah	Small Grain and Mixed C	SL-8B	High	104	9.76	Y	\$ 22,090.00			X	Unapproved	AP	
N/A	13-26-0049	730475	Shenandoah	Harvestable Cover Crop	SL-8H	High	104	28.45	N	\$ 3,620.00			X	Unapproved	AP	
N/A	13-26-0034	730478	Shenandoah	Small Grain and Mixed C	SL-8B	High	103	25.23	Y	\$ 1,100.00			X	Unapproved	AP	
N/A	13-26-0028	730493	Shenandoah	Small Grain and Mixed C	SL-8B	High	103	27.46	Y	\$ 765.00			X	Unapproved	AP	
N/A	13-26-0041	730236	Shenandoah	Small Grain and Mixed C	SL-8B	High	102	25.72	Y	\$ 1,504.00			X	Unapproved	AP	
N/A	13-26-0041	730250	Shenandoah	Small Grain and Mixed C	SL-8B	High	101	12.72	Y	\$ 7,223.20			X	Unapproved	AP	
N/A	13-26-0041	730256	Shenandoah	Small Grain and Mixed C	SL-8B	High	101	13.69	Y	\$ 4,987.00			X	Unapproved	AP	
N/A	13-26-0041	730239	Shenandoah	Small Grain and Mixed C	SL-8B	High	101	23.46	Y	\$ 2,490.40			X	Unapproved	AP	
N/A	13-26-0041	730245	Shenandoah	Small Grain and Mixed C	SL-8B	High	101	26.09	Y	\$ 1,460.00			X	Unapproved	AP	
N/A	13-26-0021	721598	Frederick	Small Grain and Mixed C	SL-8B	High	100	18.09	Y	\$ 5,664.00			X	Unapproved	AP	
N/A	13-26-0048	730472	Shenandoah	Small Grain and Mixed C	SL-8B	High	99	24.35	Y	\$ 928.90			X	Unapproved	AP	
N/A	13-26-0012	726076	Shenandoah	Harvestable Cover Crop	SL-8H	High	99	33.46	N	\$ 2,711.60			X	Unapproved	AP	
N/A	13-26-0041	730240	Shenandoah	Small Grain and Mixed C	SL-8B	High	98	25.28	Y	\$ 806.40			X	Unapproved	AP	
N/A	13-26-0041	730211	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	32.70	N	\$ 2,973.20			X	Unapproved	AP	
N/A	13-26-0028	730490	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	41.59	N	\$ 520.00			X	Unapproved	AP	
N/A	13-26-0041	730232	Shenandoah	Small Grain and Mixed C	SL-8B	High	97	17.52	Y	\$ 4,796.00			X	Unapproved	AP	
N/A	13-26-0028	730489	Shenandoah	Small Grain and Mixed C	SL-8B	High	97	27.29	Y	\$ 770.70			X	Unapproved	AP	
N/A	13-26-0044	730408	Shenandoah	Harvestable Cover Crop	SL-8H	High	97	33.34	N	\$ 1,607.20			X	Unapproved	AP	
CP-13-23-0016	13-26-0035	726388	Shenandoah	Extension of Watering Sys	SL-7	High	97	34.06	N	\$ 7,040.00			X	Unapproved	NL	
N/A	13-26-0041	730172	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	38.36	N	\$ 1,100.20			X	Unapproved	AP	
N/A	13-26-0043	730382	Shenandoah	Small Grain and Mixed C	SL-8B	High	95	12.97	Y	\$ 12,946.70			X	Unapproved	AP LP	
N/A	13-26-0050	730476	Frederick	Small Grain and Mixed C	SL-8B	High	95	13.16	Y	\$ 6,489.00			X	Unapproved	AP	
N/A	13-26-0041	730179	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	41.41	N	\$ 685.40			X	Unapproved	AP	
N/A	13-26-0036	726433	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	36.51	N	\$ 541.80			X	Unapproved	AP	
N/A	13-26-0041	730204	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	41.03	N	\$ 429.60			X	Unapproved	AP	
N/A	13-26-0041	730195	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	43.22	N	\$ 300.00			X	Unapproved	AP	
N/A	13-26-0041	730184	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.02	N	\$ 1,005.80			X	Unapproved	AP	
N/A	13-26-0028	730491	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.91	N	\$ 216.00			X	Unapproved	AP	
N/A	13-26-0052	730483	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	39.82	N	\$ 1,303.80			X	Unapproved	AP	
N/A	13-26-0050	730477	Frederick	Harvestable Cover Crop	SL-8H	High	89	40.70	N	\$ 804.00			X	Unapproved	AP	
N/A	13-26-0048	730471	Shenandoah	Small Grain and Mixed C	SL-8B	High	87	27.60	Y	\$ 757.40			X	Unapproved	AP	
N/A	13-26-0029	725708	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	44.07	N	\$ 162.60			X	Unapproved	AP	
N/A	13-26-0028	730492	Shenandoah	Harvestable Cover Crop	SL-8H	High	84	43.24	N	\$ 160.00			X	Unapproved	AP	
CP-13-26-0020	13-26-0039	730028	Clarke	Stream Exclusion with Wi	SL-6W	Medium	122	12.82	Y	\$ 528,256.75	X			Unapproved	MC/DG	Need to request DCR Variance Committee Approval
N/A	13-26-0034	730480	Shenandoah	Small Grain and Mixed C	SL-8B	Medium	115	24.11	Y	\$ 1,834.00			X	Unapproved	AP	
N/A	13-26-0052	730486	Shenandoah	Small Grain and Mixed C	SL-8B	Medium	115	26.66	Y	\$ 1,574.00			X	Unapproved	AP	
N/A	13-26-0046	730427	Shenandoah	Small Grain and Mixed C	SL-8B	Medium	110	19.30	Y	\$ 3,205.80			X	Unapproved	AP	
N/A	13-26-0034	730479	Shenandoah	Small Grain and Mixed C	SL-8B	Medium	103	29.17	Y	\$ 526.00			X	Unapproved	AP	
N/A	13-26-0046	730446	Shenandoah	Small Grain and Mixed C	SL-8B	Medium	99	23.61	Y	\$ 2,285.10			X	Unapproved	AP	
N/A	13-26-0034	726094	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	99	36.07	N	\$ 1,930.00			X	Unapproved	AP	
N/A	13-26-0055	730578	Clarke	Small Grain and Mixed C	SL-8B	Medium	94	24.42	Y	\$ 1,941.10			X	Unapproved	AP LP	
N/A	13-26-0056	730658	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	88	46.12	N	\$ 86.80			X	Unapproved	AP LP	
N/A	13-26-0047	730466	Clarke	Small Grain and Mixed C	SL-8B	Medium	87	14.09	Y	\$ 7,934.50			X	Unapproved	AP	
N/A	13-26-0055	730539	Clarke	Small Grain and Mixed C	SL-8B	Medium	86	14.19	Y	\$ 6,058.50			X	Unapproved	AP LP	
CP-13-26-0019	13-26-0040	730146	Warren	Stream Exclusion with Wi	SL-6W	Medium	84	27.98	Y	\$ 70,068.12			X	Unapproved	MC	
N/A	13-26-0038	729762	Frederick	Harvestable Cover Crop	SL-8H	Medium	79	39.53	N	\$ 756.40			X	Unapproved	AP	
N/A	13-26-0052	730485	Shenandoah	Small Grain and Mixed C	SL-8B	Low	106	32.09	Y	\$ 1,519.00			X	Unapproved	AP	
N/A	13-26-0034	730482	Shenandoah	Small Grain and Mixed C	SL-8B	Low	105	27.53	Y	\$ 2,880.00			X	Unapproved	AP	
CP-13-25-0018	13-26-0042	730372	Shenandoah	Stream Exclusion with Wi	SL-6W	Low	104	28.83	Y	\$ 496,509.25	X			Unapproved	NL	Need to request DCR Variance Committee Approval
N/A	13-26-0034	730481	Shenandoah	Small Grain and Mixed C	SL-8B	Low	99	18.54	Y	\$ 8,000.00			X	Unapproved	AP	
N/A	13-26-0045	730401	Clarke	Harvestable Cover Crop	SL-8H	Low	95	46.83	N	\$ 308.00			X	Unapproved	AP/OD	
N/A	13-26-0056	730663	Shenandoah	Harvestable Cover Crop	SL-8H	Low	94	46.78	N	\$ 208.20			X	Unapproved	AP LP	
N/A	13-26-0056	730622	Shenandoah	Harvestable Cover Crop	SL-8H	Low	92	49.94	N	\$ 274.80			X	Unapproved	AP LP	

N/A	13-26-0053	730496	Clarke	Small Grain and Mixed C	SL-8B	Low	89	24.41	Y	\$ 4,900.00			X	Unapproved	AP LP	
N/A	13-26-0032	726064	Clarke	Small Grain and Mixed C	SL-8B	Low	89	29.61	Y	\$ 2,156.00			X	Unapproved	AP	
N/A	13-26-0032	726000	Clarke	Small Grain and Mixed C	SL-8B	Low	87	19.50	Y	\$ 6,237.00			X	Unapproved	AP	
N/A	13-26-0032	726069	Clarke	Harvestable Cover Crop	SL-8H	Low	86	35.79	N	\$ 3,018.20			X	Unapproved	AP	
N/A	13-26-0047	730465	Clarke	Small Grain and Mixed C	SL-8B	Low	84	21.11	Y	\$ 5,586.00			X	Unapproved	AP	
N/A	13-26-0047	730468	Clarke	Small Grain and Mixed C	SL-8B	Low	78	21.60	Y	\$ 7,382.20			X	Unapproved	AP	
N/A	13-26-0037	729058	Clarke	Harvestable Cover Crop	SL-8H	Low		49.76	N	\$ 1,089.60			X	Unapproved	AP	
Total 2026 CB VACS Contracts Awaiting Variance Review:										\$ 1,024,766.00						
Total 2026 CB VACS Contracts Presented for Approval:										\$ 1,319,044.42						
Total 2026 CB VACS Funds Approved:										\$ 294,278.42						

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

11.6.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present:  
Members Present:  
Members Absent:  
Others Present:

Call to Order: Motion by:

Adjourn: Motion by:

Fund Source:	Total funds available after 10/9/2025 Board Meeting	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 10/30/2025	Obligated - Paid as of 10/30/2025
2022 CB VACS	\$ -			\$ -	\$ -	\$ -	\$ 164,749.88	\$ 164,749.88
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -	\$ 71,382.23	\$ 71,382.23
2023 CB VACS	\$ 4,016.64			\$ 4,016.64	\$ -	\$ 4,016.64	\$ 406,260.00	\$ 402,243.36
2024 CB VACS	\$ 52,396.12		\$ 22,015.00	\$ 74,411.12	\$ -	\$ 74,411.12	\$ 2,107,821.78	\$ 2,036,777.63
2025 CB VACS	\$ 282,932.78		\$ 7,838.02	\$ 290,770.80	\$ -	\$ 290,770.80	\$ 5,014,303.66	\$ 4,733,021.65

\*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.

CREP													
Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Est. CREP Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total CREP Approved:							\$ -						

Cancellations/Underbudgets								
Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-24-0041	588608	2024 CB VACS	SL-6W	\$ 22,015.00	\$ 1,896.25	Complete - Not Paid	MC	underbudget
13-25-0017	647588	2025 CB VACS	SL-6N	\$ 1,447.55	\$ 3,290.31	Complete - Not Paid	BL	underbudget
13-25-0017	647591	2025 CB VACS	SL-6N	\$ 1,393.39	\$ 910.12	Complete - Not Paid	BL	underbudget
13-25-0101	649856	2025 CB VACS	SL-6W	\$ 3,819.88	\$ -	Complete - Not Paid	DG	underbudget
13-25-0101	649863	2025 CB VACS	SL-7	\$ 1,177.20	\$ 3,497.30	Complete - Not Paid	DG	underbudget
Total of Cancellations and Underbudgets:					\$ 29,853.02			

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

2023 CB VACS Transfer Fund (2022)
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Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2023 CB VACS Transfer Funds Presented for Approval:								\$	-					
Total 2023 CB VACS Transfer Funds Approved:								\$	-					

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

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

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

11.6.2025 CTC Meeting Motions and Vote Tally

<b>Motion 1:</b>	Motion to recommend the board approve all tax credits listed in the agenda.										<b>Made By: JMS, RB</b>	
	CP-NRCS	13-24-0041	588608	Shen./Stream Exclusion with Wide Buffer	SL-6W	\$	1,896.25				<b>Vote</b>	<b>#</b>
	CP-13-25-0023	13-25-0017	647588	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$	3,290.31				<b>Yay</b>	<b>4</b>
	CP-13-25-0023	13-25-0017	647591	Fred./Stream Exclusion w/ Narrow Buffer	SL-6N	\$	910.12				<b>Nays</b>	<b>0</b>
	CP-13-25-0041	13-25-0101	649863	Fred./Extension of a Watering System	SL-7	\$	3,497.30				<b>Abstains</b>	<b>0</b>
<b>Abstentions:</b>											<b>Motion Passes</b>	

<b>Motion 2:</b>	Motion to recommend the board approve cost share increase for contract 13-26-0028 SL-1.										<b>Made By: JMS, RB</b>	
	CP-13-26-0018	13-26-0028	724292	Shenandoah	Long Term Veg. Cover on Cropl	SL-1					\$	400.00
<b>Abstentions:</b>											<b>Vote</b>	<b>#</b>
											<b>Yay</b>	<b>4</b>
											<b>Nays</b>	<b>0</b>
											<b>Abstains</b>	<b>0</b>
											<b>Motion Passes</b>	

<b>Motion 3:</b>	Motion to recommend the board approve cost share increase for contract 13-26-0029 SL-8B.										<b>Made By: JMS, RB</b>	
	N/A	13-26-0029	724321	Shenandoah	Small Grain and Mixed Cover Cr	SL-8B					\$	450.30
<b>Abstentions:</b>											<b>Vote</b>	<b>#</b>
											<b>Yay</b>	<b>4</b>
											<b>Nays</b>	<b>0</b>
											<b>Abstains</b>	<b>0</b>
											<b>Motion Passes</b>	

<b>Motion 4:</b>	Motion to recommend the board approve all SL-8B instances listed in the agenda.										<b>Made By: JMS, RB</b>	
	N/A	13-26-0052	730484	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	115	22.72	Y	\$	2,000.00
	N/A	13-26-0046	730457	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	114	19.56	Y	\$	2,489.40
	N/A	13-26-0031	725887	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	111	24.95	Y	\$	960.00
	N/A	13-26-0028	730494	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	109	20.67	Y	\$	2,160.90
	N/A	13-26-0048	730470	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	109	21.38	Y	\$	2,541.20
	N/A	13-26-0031	725891	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	108	24.41	Y	\$	2,640.00
	N/A	13-26-0048	730474	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	107	21.98	Y	\$	1,467.90
	N/A	13-26-0052	730487	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	107	26.39	Y	\$	650.00
	N/A	13-26-0041	730306	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	24.58	Y	\$	2,294.40
	N/A	13-26-0052	730488	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	25.02	Y	\$	1,400.00
	N/A	13-26-0046	730455	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	25.28	Y	\$	973.80
	N/A	13-26-0044	730398	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	105	18.00	Y	\$	2,700.00
	N/A	13-26-0041	730369	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	105	20.84	Y	\$	3,320.00
	N/A	13-26-0031	725895	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	105	27.31	Y	\$	720.00
	N/A	13-26-0036	726426	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	104	7.91	Y	\$	8,745.30
	N/A	13-26-0034	726099	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	104	8.02	Y	\$	16,646.00
	N/A	13-26-0041	730219	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	104	9.76	Y	\$	22,090.00
	N/A	13-26-0034	730478	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	25.23	Y	\$	1,100.00
	N/A	13-26-0028	730493	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	27.46	Y	\$	765.00
											<b>Vote</b>	<b>#</b>
											<b>Yay</b>	<b>4</b>
											<b>Nays</b>	<b>0</b>
											<b>Abstains</b>	<b>0</b>



N/A	13-26-0041	730236	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	102	25.72	Y	\$	1,504.00
N/A	13-26-0041	730250	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	12.72	Y	\$	7,223.20
N/A	13-26-0041	730256	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	13.69	Y	\$	4,987.00
N/A	13-26-0041	730239	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	23.46	Y	\$	2,490.40
N/A	13-26-0041	730245	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	26.09	Y	\$	1,460.00
N/A	13-26-0021	721598	Frederick	Small Grain and Mixed Cover C	SL-8B	High	100	18.09	Y	\$	5,664.00
N/A	13-26-0048	730472	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	99	24.35	Y	\$	928.90
N/A	13-26-0041	730240	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	98	25.28	Y	\$	806.40
N/A	13-26-0041	730232	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	97	17.52	Y	\$	4,796.00
N/A	13-26-0028	730489	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	97	27.29	Y	\$	770.70
N/A	13-26-0043	730382	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	95	12.97	Y	\$	12,946.70
N/A	13-26-0050	730476	Frederick	Small Grain and Mixed Cover C	SL-8B	High	95	13.16	Y	\$	6,489.00
N/A	13-26-0048	730471	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	87	27.60	Y	\$	757.40
N/A	13-26-0034	730480	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	115	24.11	Y	\$	1,834.00
N/A	13-26-0052	730486	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	115	26.66	Y	\$	1,574.00
N/A	13-26-0046	730427	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	110	19.30	Y	\$	3,205.80
N/A	13-26-0034	730479	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	103	29.17	Y	\$	526.00
N/A	13-26-0046	730446	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	99	23.61	Y	\$	2,285.10
N/A	13-26-0055	730578	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	94	24.42	Y	\$	1,941.10
N/A	13-26-0047	730466	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	87	14.09	Y	\$	7,934.50
N/A	13-26-0055	730539	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	86	14.19	Y	\$	6,058.50
N/A	13-26-0052	730485	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Low	106	32.09	Y	\$	1,519.00
N/A	13-26-0034	730482	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Low	105	27.53	Y	\$	2,880.00
N/A	13-26-0034	730481	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Low	99	18.54	Y	\$	8,000.00
N/A	13-26-0053	730496	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	89	24.41	Y	\$	4,900.00
N/A	13-26-0032	726064	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	89	29.61	Y	\$	2,156.00
N/A	13-26-0032	726000	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	87	19.50	Y	\$	6,237.00
N/A	13-26-0047	730465	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	84	21.11	Y	\$	5,586.00
N/A	13-26-0047	730468	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	78	21.60	Y	\$	7,382.20

Abstentions:

Motion Passes

**Motion 5:** Motion to recommend the board approve all SL-8H instances listed in the agenda.

N/A	13-26-0049	730475	Shenandoah	Harvestable Cover Crop	SL-8H	High	104	28.45	N	\$	3,620.00
N/A	13-26-0012	726076	Shenandoah	Harvestable Cover Crop	SL-8H	High	99	33.46	N	\$	2,711.60
N/A	13-26-0041	730211	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	32.70	N	\$	2,973.20
N/A	13-26-0028	730490	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	41.59	N	\$	520.00
N/A	13-26-0044	730408	Shenandoah	Harvestable Cover Crop	SL-8H	High	97	33.34	N	\$	1,607.20
N/A	13-26-0041	730172	Shenandoah	Harvestable Cover Crop	SL-8H	High	96	38.36	N	\$	1,100.20
N/A	13-26-0041	730179	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	41.41	N	\$	685.40
N/A	13-26-0036	726433	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	36.51	N	\$	541.80
N/A	13-26-0041	730204	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	41.03	N	\$	429.60
N/A	13-26-0041	730195	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	43.22	N	\$	300.00
N/A	13-26-0041	730184	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.02	N	\$	1,005.80
N/A	13-26-0028	730491	Shenandoah	Harvestable Cover Crop	SL-8H	High	93	43.91	N	\$	216.00

Made By: JMS, RB

Vote #  
Yay 4  
Nays 0  
Abstains 0



N/A	13-26-0052	730483	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	39.82	N	\$	1,303.80
N/A	13-26-0050	730477	Frederick	Harvestable Cover Crop	SL-8H	High	89	40.70	N	\$	804.00
N/A	13-26-0029	725708	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	44.07	N	\$	162.60
N/A	13-26-0028	730492	Shenandoah	Harvestable Cover Crop	SL-8H	High	84	43.24	N	\$	160.00
N/A	13-26-0034	726094	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	99	36.07	N	\$	1,930.00
N/A	13-26-0056	730658	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	88	46.12	N	\$	86.80
N/A	13-26-0038	729762	Frederick	Harvestable Cover Crop	SL-8H	Medium	79	39.53	N	\$	756.40
N/A	13-26-0045	730401	Clarke	Harvestable Cover Crop	SL-8H	Low	95	46.83	N	\$	308.00
N/A	13-26-0056	730663	Shenandoah	Harvestable Cover Crop	SL-8H	Low	94	46.78	N	\$	208.20
N/A	13-26-0056	730622	Shenandoah	Harvestable Cover Crop	SL-8H	Low	92	49.94	N	\$	274.80
N/A	13-26-0032	726069	Clarke	Harvestable Cover Crop	SL-8H	Low	86	35.79	N	\$	3,018.20
N/A	13-26-0037	729058	Clarke	Harvestable Cover Crop	SL-8H	Low		49.76	N	\$	1,089.60
Abstentions:											Motion Passes

Motion 6:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0035 SL-7.											Made By: JMS, RB		
	CP-13-23-0016	13-26-0035	726388	Shenandoah	Extension of Watering Systems	SL-7	High	97	34.06	N	\$	7,040.00	Vote	#
													Yay	4
												Nays	0	
Abstentions:													Abstains	0
													Motion Passes	

Motion 7:	Motion to recommend the board approve conservation plan CP-13-26-0020 and send contract 13-26-0039 SL-6W to the DCR Variance Committee for review.											Made By: JMS, EP		
	CP-13-26-0020	13-26-0039	730028	Clarke	Stream Exclusion with Wide Wid	SL-6W	Medium	122	12.82	Y	\$	528,256.75	Vote	#
													Yay	4
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	

Motion 8:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0040 SL-6W.											Made By: JMS, EP		
	CP-13-26-0019	13-26-0040	730146	Warren	Stream Exclusion with Wide Wid	SL-6W	Medium	84	27.98	Y	\$	70,068.12	Vote	#
													Yay	4
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	

Motion 9:	Motion to recommend the board approve conservation plan CP-13-25-0018 and send contract 13-26-0042 SL-6W to the DCR Variance Committee for review.											Made By: JMS, MG		
	CP-13-25-0018	13-26-0042	730372	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	Low	104	28.83	Y	\$	496,509.25	Vote	#
													Yay	4
	Abstentions:												Nays	0
Abstains													0	
												Motion Passes		

Motion 10:	Motion to Adjourn.										Made By: MG, JMS
											Vote #



Items for the Board Meeting

**Tax Credits (All Program Years)**

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

**Cost Share Approvals/Increases (All Program Years)**

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

**VCAP**

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