

Board of Directors, Board Packet 9/10/2026



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Chair Report Items

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Treasurer / Finance

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CTC

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Misc.



Lord Fairfax Soil and Water Conservation District

**Meeting Agenda
September 10, 2026**

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

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

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

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY27 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_ 12/11/2025 (re-appoint at election of Officers)
- **FY 26 (2025-26) Annual Report:**
Date Presented: __ 8/14/2026__

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

- **FY27 (2026-2027) Annual District Budget:** Date Approved: __ 6/11/2026__
- **Dedicated Reserves:**
Board Approval Date: _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: _____
- **Att D:** (submitted every 2 years, next due: July 15, 2027)
Date Submitted: __ 7/3/2025__

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** __ 7/9/2026__
- **Review/Update Position Descriptions:** Date Approved/Reviewed: _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

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

**LFSWCD Chair Report
Joan Comanor**

Moving into fall also brings another uptick in our District's calendar of activity. Directors should work with staff to brief our local jurisdictions on last year's accomplishments and this year's goals. Mary Gessner and I briefed the Shenandoah County Board of Supervisors on Tuesday and I know staff are preparing to attend our local farm bureau county board meetings as well. I recently sent Board and staff an updated briefing chart that added the number of stream miles we have protected over the last decade and it is worth touting. I recently had a Shenandoah County farmer tell me that our staff "had transformed his farm!" He had even noticed his picture in our annual report. Good to know that our staff's hard work is reaping positive feedback.

**Treasurer / Finance Report
Stephanie Shillingburg**

- The Finance Committee will meet at 9:30am 9/10/2026 in the office conference room.
- I have reviewed the August 2026 Bank Statements; these appear to be correct and accurate.
- Please review the Financial Report(s) for motion.
- **Motion: to accept the Financial Report(s) as presented for audit.**

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

Please let me know if you are interested in attending the Annual Meeting to be held at Hotel Roanoke & Conference Center.

- December 6-8, 2026 - [VASWCD Annual Meeting](#) - Save the date and plan to join. Registration will open in September. Early bird registration due October with regular registration deadline November 13. A draft agenda is available on the VASWCD annual meeting [website](#) or directly [here](#).

Monthly Happenings:

- SPDA Account verification (Treasurer of VA)
- Prep Suggested Dedicated Reserve Transfers for review/approval
- Personnel items / Pay Band research
- New Hire Onboarding
- Monthly Assistant Treasurer Responsibilities / Account Reconciliation, Monthly Reports.
- Schedule Committee/Board meeting space.
- Meeting / Agenda postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Accounts Payable / Cost Share.
- Add meeting minutes, board packets and calendar items to the Website.

Trainings/Education/Participation:

- 8/3 Records Management Webinar (Library of VA)
- 8/5 ASAP/PACE Webinar x2 (0.2 CEU's earned)
- 8/6 ASAP/PACE Webinar (0.1 CEU's earned)
- 8/10 Monthly Board meeting
- 8/10 Education & Information Committee meeting
- 8/17 Electronic Records Management Webinar (Law Library of VA)
- 8/18 – 8/19 Employee Association Training @ Grave Mountain, Syria, VA

Upcoming Office closings:

- October 12, 2026 – Columbus Day
- November 3, 2026 – Election Day
- November 11, 2026 – Veteran’s Day

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

- VACDE Training at Graves Mountain Lodge- NMP and CP credits
- CAS Update webinar

Promoting BMPs

- Virtual meeting with Extension and FSA to discuss drought conditions and programs
- EAN visit with Madison, Becky, and Jason Wilfong (DCR engineering) to look at a dry well (Clarke Co.)
- Engineering visits with Amanda Pennington (DCR) to look at multiple animal waste and roof runoff potential sites
- Construction check at Marker-Miller SL-6W (Opequon Creek, Frederick Co.)
- SVCC call to present a potential project for funding support
- Met with K. Bauserman to finalize plan map and go over cost estimate for SL-7 (Shenandoah Co.)
- Follow up with D. Gardner regarding SL-6W project and VDOF visit (Shenandoah Co.)
- With Olivia, met with J. Boyce to discuss CCI and other potential projects (Frederick Co.)
- With Olivia, follow up visit with a Warren Co. landowner to discuss additional stream fencing and water system
- Completed and submitted Engineering Assistance Request and Risk Assessment Packet for D. Flugel WQ-12 and WP-4 (Shenandoah Co.)
- Follow up with W. Hockman regarding CCI-SL-6W (Mulberry Run, Shenandoah Co.)
- Worked with staff to update average cost list and submitted revised document to DCR
- Communication with attorney representing a Shenandoah Co. landowner whose cost-share application was denied
- Communication with a Shenandoah Co. participant about a potential SL-1
- Follow up with NRCS about a potential piggyback SL-6W in Clarke Co.

Staff Relations

- Welcome, Becky! Onboarding and initial training
- Participated in virtual Dam Owner’s Workgroup meeting
- Collaborated with staff on upcoming contractor training

Also this month:

Annual leave 8/18 & 19

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

- Graves Mountain Training – three days, Syria VA with staff
- CAS Update Webinar

Promoting BMPs

- Visit with potential CCI-SL-6W in Shenandoah County with Brett
- D. Sine (SL-6W: Shen. Co.) water system design review
- Trinity Farm (WP-4SF: Shen. Co.) correspondence regarding building design
- Bushong (SL-1: Shen. Co.) file completion and payment
- Technical Assistance with Clarke County resident re: mapping resources in office

- Engineering Visits, five farms with Amanda Pennington and staff
- Visit with potential SL-6W in Clarke County with Olivia and NRCS
- Correspondence with potential FR-1 in Clarke County
- Correspondence with two potential SL-6W in Frederick County
- N. Sine (SL-6W: Narrow Passage, Shen. Co.) stream crossing as-built with Madison & Brett
- Visit with potential SL-6W (Tumbling Run) in Shenandoah County
- Multiple Animal Waste project calculations/sizing's with staff
- Romero (S-6W: Pond with outflow, Shen. Co.) water system pre-con meeting
- Visit with potential CCI-SL-6W in Clarke County with Olivia
- Visit with potential SL-6N in Frederick County (Opequon Creek) with Brett
- Visit with potential SL-6W in Shenandoah County (Tumbling Run)
- Visit to discuss plan with potential WP-4 in Shen. Co. with Madison
- Assisted in cover crop sign up with Shen. Co. producer in office
- Risk Assessment for potential WP-4/WQ-12 in Shen. Co. with Dana and Brett
- Visit with potential SL-6N (Crooked Run) in Shenandoah County.
- Correspondence with Sara B. (DCR) re: project failure due to unknown cause
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Visit with potential CL or RWH in Frederick County with Olivia and Becky

Other Relations

- Renewed Nutrient Management Plan writer certification with DCR
- VCE Advisory Committee Meeting 8/21/2026
- CTC 8/6/2026
- Board 8/13/2026

Conservation Specialist Madison Coffey

Training:

- Graves Mountain Lodge Trainings – 8/18-8/19/2026
- CAS Updates Training – 8/25/2026

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up visit with Olivia, Maili (NRCS), and Kathleen (DOF) on 9/3/2026 to further evaluate potential resource concerns and try and finalize a plan for the property.
- Site visit with Dana, Becky, and Jason (DCR) on 8/4/2026 for a potential Failure Due to Unknown Cause for a well failure on an active SL-6W contract. Sent follow-up documentation to DCR for review.
- Engineering visits with Amanda (DCR), Dana, Becky, Brett, Olivia, and Nick on 8/5/2026 for multiple potential animal waste projects and runoff management projects.
- Site visits with Ben, Becky, and Shannon (Alliance for the CB) with several producers interested in riparian tree plantings and the maintenance incentive program that Alliance for the Chesapeake Bay offers.
- In-office day to complete multiple animal waste sizing, risk assessment, and cost estimate documents. Sent relevant information the DCR Engineer for review.
- Follow-up visit with Olivia, Brent (NRCS), and Colin (NRCS) to review a potential piggyback and discuss options with the landowner. Sent follow-up information to DCR in order to work on cost estimates.
- Follow-up As-Built inspection with Ben on 8/26/2026 for Eisele (Clarke: SL-6W/SL-7). Completed As-built documentation for the file.

- Site visit with Olivia on 8/26/2026 to get approval paperwork signed and review next steps in the process for Bailey (Clarke: SL-6W).
- Site visit with Nick on 8/27/2026 to get approval paperwork signed and review next steps in the process for JR Farms (Shen: WP-4C/WQ-12).
- Site visit with Nick on 8/27/2026 to meet with multiple potential animal waste projects and review steps in the process.

Other Activities:

- CTC Agenda Prep – 8/3/2026
- CTC Meeting – 8/6/2026
- Resource Concerns Cross-training with Becky – 8/11/2026
- Board Meeting 8/13/2026
- Shenandoah County Leadership Class (Public Safety) – 8/14/2026
- Approval Process Cross-training with Becky – 8/17/2026

**Conservation Specialist
Ben Loyd**

Training:

- Graves Mountain Training – 8/18-8/20
- CAS Rebuild Deployment 1 Webinar Training – 8/25

Promoting BMPs:

- Initial visit for potential SL-6 – Clarke County
- In office meeting with producer for possible WP-4LL – Frederick County
- Follow up visit for potential SL-6N for conservation signature – Frederick County
- Entered SL-6W into tracking and created CP – Clarke County
- Finalize tracking as-built documentation for completed FR-1 – Shenandoah County
- Created draft plan map for potential SL-6W – Frederick County
- Water system pre-construction meeting for approved SL-6W – Shenandoah County
- Follow up visit with Nick for potential WP-4SF – Shenandoah County
- As-Built inspection with Brett for approved SL-7 and FR-1 – Shenandoah County
- Initial visit with Olivia for potential SL-6W/SL-7 – Clarke County
- As-built documentation for approved SL-7 – Shenandoah County
- Alliance of the Chesapeake Bay meeting with producer to piggyback on possible FR-3 - Shenandoah County
- Updated plan map and cost estimate for potential SL-6W – Frederick County
- Finalize and sent Risk assessments for potential WP-4LL – Frederick County
- Updated cost estimate and create conservation plan for potential SL-6W/SL-7 – Warren County
- Initial visit with Brett for potential SL-6W/SL-7 – Frederick County
- Follow up visit for potential SL-6W/SL-7 for conservation plan signature – Warren County
- Initial visit with Brett for potential SL-6W/SL-7 – Frederick County
- As-built inspection with Madison for completed SL-6W/SL-7 – Clarke County
- Follow up visit for potential FR-3 and WP-4SF – Shenandoah County
- Mid-Construction check for approved SL-6W – Shenandoah county

Other Activities:

- CTC Meeting – 8/6/2026
- Board Meeting – 8/13/2026

**Conservation Specialist
Brett Ramer**

Training:

- Help Becky set up ArcGIS Pro – 8/10

- Graves Mountain Training – 8/18-8/20
- CAS Rebuild Training – 8/25

Promoting BMP's:

- Initial Visit with Nick (Shenandoah County)
- Finalize Cost Estimate and Plan Map for CCI SL-6W (Shenandoah County)
- Correspondence with potential SL-6 applicant (Frederick County)
- Engineering Site Visits w/Amanda and staff
- As-Built Check w/Ben (Shenandoah County)
- Correspondence with SL-1 applicant (Shenandoah County)
- Stream Crossing As-Built w/Madison and Nick (Shenandoah County)
- Initial Visit w/Ben (Frederick County)
- Correspondence from potential SL-6 applicant (Frederick County)
- Correspondence from NMP writer regarding potential NM-1A applicant (Shenandoah County)
- Correspondence from SL-1 applicant about signing Part II paperwork
- Initial Visit w/Nick (Frederick County)
- Initial Visit w/Ben (Frederick County)
- Map making for initial visits
- Correspondence from potential SL-6/SL-7 applicant (Shenandoah County)
- Correspondence with DCR about Nutrient Management Plan for SL-1 planting this fall

Other Activities:

- CTC Meeting – 8/6
- Board Meeting – 8/13
- VA Chapter SWCS Annual Meeting Prep – 8/21
- VA Chapter SWCS Executive Council Meeting – 8/24
- Drafted “Save the Date” for the VA SWCS Annual Meeting for November 2026

Conservation Specialist Olivia Donachie

Trainings/Conferences:

- Graves Mountain Training **8/18-20**
 - File Management and Review
 - Precision Ag/Soil Sampling
 - Engineering Olympics
 - VDACS/DEQ Information Session
 - Water System/Concrete Field Trip
 - Cover Crops and Nutrient Management
- CAS Rebuild Training **8/26**

Promoting BMPs:

- Follow up visit for potential SL-6W in Shen Co with Madison, NRCS and DOF (Painter Run)
- Prepped documents for FR-1/FR-3 project for CTC/board approval (Opequon Creek)
- Correspondence for potential FR-3/WP-2A in Clarke Co (Borden Marsh Run)
- Correspondence for potential WP-2A in Clarke Co
- EOL CREP verification in Shen Co with NRCS and DOF
- Engineering visit with Amanda to look at numerous potential animal waste sites in Shen Co
- CCI-SL-6W verification visit in Shen Co with Becky (Stoney Creek)
- Piggyback visit with NRCS and Nick for SL-6W in Clarke Co

- Initial visit with Ben for potential SL-6W in Clarke Co (Spout Run)
- Sizing calculations for various animal waste projects with Nick, Madison, Ben and Brett
- Follow-up meeting with for potential WP-2A/WP-1 in Shen Co with NRCS and Madison (Shenandoah River)
- CCI-SL-6W verification visit in Clarke County with Becky and Nick (Spout Run)
- Signatures and folder delivery to several participants
- EOL visit coordination with remaining contracts ahead of 9/30 deadline
- CCI-SL-6 verification visit/potential SL-1/SL-6N project in Shenandoah County with Dana (Cedar Creek)
- Follow-up visit for potential SL-6W in Warren Co with Dana (Passage Creek)
- Map making and cost estimates for several potential projects

VCAP:

- General research/studying/training Becky on VCAP programming
- Initial visit for potential RWH in Fred Co with Nick and Becky
- Follow-up visit in Fred Co with Ally and Becky
- Initial visits in Fred and Shen Co with Ally and Becky
- Final paperwork submittal to VCAP steering committee for payment of Opequon Church's RWH
- Meeting with Hailey Cooke (VCAP Assistant Coordinator) regarding potential projects
- Scheduled mandatory annual spot checks for past VCAP projects

Other Activities:

- CTC 8/6
- Board Meeting 8/13
- Annual Leave 8/31

Program Support Specialist Becky Leland

Cost Share:

- Generated approval letters and Part II's for the 15 new BMP's approved at the August Board meeting. Mailed Part II's, letters, and BMP specs to contract participants.
- Generated carryover letters for 2026 applicable contracts.
- Went on various visits to see the Conservation Specialists work with their clients.
- Assisted Olivia with a CCI inspection.
- Worked on completing resource concerns for all 2027 applicable contracts.
- Mailed contractor training invitations.

VCAP:

- Went on 4 VCAP site visits and followed up with 3 homeowners sharing information, ideas, and VCAP specs.
- Created a new google form for VCAP site visit requests.
- Updated records and made a new Con-6 form for VCAP.

Training:

- Watched a variety of training videos about VCAP practices, Ag BMP's, etc.
- Attended 3 days of Graves training.

Education & Conservation Specialist Allyson Ponn

Education:

- VASWCD Education Committee meeting
- SMSC Roundtable Discussion

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- From Seed to Story meeting + prep
- Education and Information Committee meeting

Promoting BMPs:

- Cover crop sign up: letter, checklist update
- BMP outreach with FNFSR
- Contractor Training Prep
- VCAP visits + recap
- Shenandoah County “Roots” video/conference meeting

Office:

- CTC and Board meeting
- CAS Update webinar

VACDE/Training:

- 2026 Annual Training @ Graves Mountain Lodge: 8/18-8/20
 - o Membership meeting, Costshare Education session planning
- VSWCB Cover crop verification subcommittee.
- VACDE Cover crop subcommittee (x3)
- Southeast NACD Meeting – Cherokee NC: 8/9-8/12

Conservation Technical Committee**Mary Gessner**

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

Motions: will be made for necessary items.

Dam Safety & Conservation Easements**Jim Fagan**

- No items to report.

Education & Information**Joan Comanor**

- see the minutes of our last meeting where planning is full speed ahead for our November annual awards luncheon which will be in Clarke County this year. Stay tuned for details in the next few weeks.

Legislative Committee**Paul Burkholder**

- No new activity.

Personnel**Joan Comanor**

- The Committee is meeting immediately following the September board meeting. We will review some excellent research Sarah has compiled regarding job classification and labor costs. This should help us bring our pay bands into better alignment within the region.

Operations**Justin Mackay-Smith**

- No new activity.

Northern Shenandoah Valley Regional Commission
Mary Gessner

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

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- Next meeting is October 21.

Shenandoah Pure Water Forum
Vacant

- No new activity.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Dedicated Reserves:** Page 14 of the 2026 *Desktop Procedures for District Operations* is guidance regarding Reserve Fund Balances. “Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.” **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books closed for FY26, **this action should be placed on SWCD board meeting agendas before 9/30 in Quarter 1 of FY27** so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QBs.
- **FY27 1st Quarter reports due Thursday, October 15.** This includes attachment E plus QuickBooks cash balance sheet and P&L for the quarter. The “official” excel version of attachment E must be used throughout the course of the year. Use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).
- **SPDA Account Verification.** Remember to go <https://spda.trs.virginia.gov/search/user/signin> to verify that all public fund bank accounts are collateralized in accordance with the Security for Public Deposits Act (SPDA) for the quarter ending June 30, 2026. Please be sure to verify all account information by 9/28/26 & retain documentation of the verification for each account.
- **Audits for Financial and Cost Share:** Culpeper (12/2), Thomas Jefferson (12/14), Northern Virginia (1/25), and Loudoun (1/26) financial audits for FYs 25 & 26 have been scheduled. The same districts will also have a Cost Share File Administrative Audit for VACS contracts paid during the same FYs. Your CDC is currently scheduling for these. Culpeper Oct 26/29/30 & Nov 4.; Northern VA Oct 27; Loudoun Nov 5/17/18; Thomas Jefferson TBD.
- **FOIA Training for District Directors:** The FOIA Council has announced two opportunities for elected officials to receive FOIA training this fall. Please register to attend one of these two sessions if you need to take or retake FOIA.
- Tuesday, **October 20, 2026, 1:00 p.m.** OR Thursday, **November 12, 2026, 10:00 a.m.** [Register Now!](https://event.webinarjam.com/r416v/register/oxo64aw0) <https://event.webinarjam.com/r416v/register/oxo64aw0>
- **FOIA Posted Agenda Requirements:** As of July 1, 2026, in addition to the current FOIA language requirements to post meeting dates/locations, **agendas must also be posted prior to the meeting.** (3 days recommended by DCR) This applies to both Board meetings and Committee meetings. [§ 2.2-3707.](#)
The public body shall also post the proposed agenda on the public body's official government website, if any, prior to the meeting. No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with § 2.2-3711.
For purposes of this subsection, "final action" means a vote, adjudication, or other formal action taken by a public body that completes a matter or acts as final consideration of an item. "Final action" does not include:
 1. Referral to a committee or advisory body;
 2. Referral to a future meeting for action;
 3. Direction to staff to provide further information; or
 4. Issuance of a commending or memorial proclamation
- **2026 Desktop Procedures for District Operations are effective 7/1/26. See Page 5 for the new requirements for minutes.**
Meetings: The BOD should meet on a monthly basis, and minutes of each meeting must be prepared and maintained by the District in accordance with FOIA. Minutes must capture the essence of the meeting and the decisions reached, not the content of

every conversation. The minutes must document attendance, any motion that is made and by whom, whether it is seconded and by whom, the motion, discussion of the motion, and the final vote or disposition. The final minutes must be typed and signed by either the Secretary or Chair or both and approved by the District BOD at the following meeting.

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

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

AG & COST SHARE ITEMS:

- **Clean Water Farm Award** nominations for Local and Grand Basin awards **due October 1st**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. All **signatures and approvals must be obtained no later than your September Board meeting**. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably with the nominee & their farm entrance sign
- **CY 2026 Random Verifications (spot checks) and 26, 27 & 28 EOL BMP Verifications:**
 - 2026 End of Lifespan (EOL) BMP Verification deadline is 9/30/26.
 - CY 2026 Random Verifications SWCD staff should update board and Tech Committee of status.
- **Computer Generated Part II and Part III:** as a reminder, DCR guidance is that Part II of the cost share contract should have all fields computer generated, except for the signatures. There should be no handwritten data fields on Part II. Contract Part III should have everything computer generated to the extent possible, but it is allowable for the SWCD Payment Amount, Payment Date, and Check Number to be handwritten.
- **BMP Required Completion Date in CAS** has been flagged and comments added at several districts. In CAS on the general tab the required completion date is the date the VACS program dictates not the date your district decides upon. For instance, a 2-year contract is a two-year practice: the PY the BMP is approved through to 6/30 the following PY. Example: SL-6W approved Aug 2026 has a required completion date of June 30, 2028. A one-year contract (cover crops, SL-1, agronomic and CCI practices have until June 30, 2027. These practices are listed in the Ag BMP Manual on page II-43 under “Completed Status and Carryover Practice Status.”
- **Grazing Management Plans.** The SL-6N, SL-6W, SL-7 and SL-10 practices require a written grazing management plan. A grazing management plan is required for the SL-6N and SL-6W practices when more than three new grazing units are being created by the installation of interior cross fencing and must include all acres in the grazing system. When implementing a SL-7 or SL-10 practice, a grazing management plan is required for all acres in the grazing system.
- **CCI Enrollment or Re-enrollment:** It is once again time to approve any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2026. 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, 2027, as soon as the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflect technical certification before 12/31 to avoid a break in lifespan.
- **Remember to use the Related Instances function in CAS** when a CCI practice follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.

UPCOMING DATES TO REMEMBER:

Sept 8: Cover Crop survey due to Christine Watlington

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

Sept 23: Quarterly VASWCD & Educational Foundation Mtgs. 9:00 am – 4:00 pm Drury Plaza Hotel, Richmond, VA

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

Sept 30: Agricultural Operations: Livestock training, Ferrum College 9am – 4pm. RSVP to Vanessa Lewis by 9/16. 3 DCR CP Contact Hours

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

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

Oct 7/8: VA Resource Training, Online, Three virtual sessions over the 2-day period (CP certification requirement)

Oct 12: Columbus Day Holiday, State Offices closed

Oct 14-16 **DCR Conservation Planning Course** The BARN, 11851 W. James Anderson Hwy, Buckingham (Final course CP certification required)

Oct 19-23 Debbie on vacation with limited remote access

Nov 3: Election Day Holiday, State Offices closed

Nov 11: Veterans Day Holiday, State Offices closed

Nov 25: State Offices close at noon
 Nov 26-27: Thanksgiving Holiday, State Offices closed
 Dec 6-8, 2024: VASWCD Annual Meeting; Hotel Roanoke, Roanoke
 Dec 9: VSWCB Meeting, Hotel Roanoke, Roanoke
 Dec 24-25: Christmas Holiday, State Offices closed

CDC Report sent to districts 8/28/2026

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF) Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF) Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

- **Back Creek, Eidson Creek and Jennings Branch TMDL: Community Engagement Meeting**
 DEQ will hold the second Community Engagement meeting for this TMDL study on September 2, 2026, at 2:00 pm at the Churchville Public Library. During the meeting, participants will review a series of sediment reduction scenarios for pollutant sources in the watershed and select a preferred scenario for inclusion in the TMDL report.
- **DEQ VRO Agriculture Program Update:**
 - We continue to do as many on-farm inspections as possible. Strict biosecurity is followed and no more than one poultry farm on-site visit may occur in a 24-hour period. All other scheduled inspections are focused routines that involve only record reviews. Our current fiscal inspection year is wrapping up at the end of September, and we will be beginning a new fiscal inspection year on October 1st. Our risk-based inspection strategy has a baseline of inspecting a facility every three years with the ability to see some more frequently if needed. Some reasons to inspect more frequently than every three years include a new producer, a facility that has some compliance issues or if the permittee requests it. We may inspect a facility once every four years if there is an excellent compliance history.
 - The VRO Ag Program had an inspector retire August 1st. The job posting has closed, interviews were conducted and we are currently in the process of selecting the new inspector.
 - Water withdrawal reporting continues to be a topic of discussion as we perform inspections. At inspections VRO Ag hands out water withdrawal information and contacts for further discussion of the requirements with permittees. Here is a link to the water estimation tool that farmers can use to plug in animal numbers to see if they are required to report or if reporting remains voluntary: <https://datascience.deq.virginia.gov/Water-Budget-Estimation/>
 - Poultry companies continue to expand and/or replace housing in the valley region. We seem to always have several facilities in the permitting process. Just a reminder that if anyone encounters a proposed poultry farm expansion of new houses or a totally new facility to be constructed, have them contact DEQ to begin the required permitting process. If a farm proposes to raise 11,000 or more turkeys or 20,000 or more chickens, they are required to have a permit with DEQ.

MINUTES

The August 13, 2026, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Randy Buckley
Emma Bricker
Paul Burkholder
Reid Hoak
Kermit Gaither
Jenna Wiles

LFSWCD Staff Members

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

Guests, Associate Directors, & Cooperating Agency Representatives in Attendance:

Bobby Clark
Stephanie Shillingburg
Debbie Cross, CDC/DCR
Brent Barriteau, NRCS
Matt Kowalski, CBF

Absent Directors:

Cynthia Fairbanks
Mark Huddleston

Absent Staff:

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:03 am.

- Introduction of new staff member Becky Leland, Program Support Specialist.

MOTION: Board approval of the July 9, 2026, 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. **Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

Chairwoman's Report: Joan Comanor

- Reviewed written report.

MOTION: Board ratifies the Chair signature through delegated authority on the FY27 Admin & Ops and Cost Share Grant Agreements (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

- Board members, please check your email for an updated briefing chart.
- The Annual Report email will be sent out on 8/14/2026 by Allyson.
- Discussion of Alliance for the Shenandoah Valley "Field Trip"
 - Discussion of Solar Farm Battery Storage Facility

Treasurer & Finance Report: Stephanie Shillingburg

- James "Jim" Fagan has been appointed to the Finance Committee.
- The Finance Committee will meet at 9:30am September 10, 2026, prior to the Board for review of FY27 Suggested Dedicated Reserve Transfers.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for May 2026 and June 2026 (as presented in the Board Packet). Motion made by Jim Fagan, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed written report.
- Reminder of Employee Training 8/18 – 8/20/2026 – Staff will be out of the office.
 - Allyson gave a review of the Training Agenda

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- Staff will start reporting dry well information to FSA.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted that he received his EJAA review with a 3-year renewal.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Waste Storage Facility discussion.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Highlighted attendance at the SWCS International Conference, St. Louis, MS.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- CCI-EOL-VCAP bridge between Lisa's departure and Becky's onboarding.

Program Support Specialist, Becky Leland:

- Started on 8/3/2026
- Learning lots of new things.
- Mailed out Cover Crop sign-up letters.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Gave a review of her attendance to the SE Employee Association Conference in Cherokee, NC
 - Charlie Newton was inducted to the Soil & Water Hall of Fame.

Committee Updates:

Conservation Technical - Mary Gessner

- Mary reviewed the CTC minutes for necessary motions.
 - Motions are as follows:

Motion to recommend the board approve tax credit for SL-1 contract 13-26-0095.

CP-13-226-0022	13-26-0095	72477	Shenandoah/Long Term Veg.	SL-1	\$	724.75
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for WP-4C contract 13-27-0009.

CP-13-26-0039	13-27-0009	753042	Shenandoah	Composter Facilities	WP-4C	High	120	18.95	Y	\$	160,861.80
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Motion made by Mary Gessner, seconded by Jenna Wiles. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-1 contract 13-27-0002.

CP-13-27-0001	13-27-0002	744889	Shenandoah	Long Term Vegetative Cover on	SL-1	High	98	31.21	N	\$	8,750.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.*

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

Kermit Gaither stepped away from the meeting, therefor was not available for voting purposes.

Motion to recommend the board approve conservation plan and cost share for FR-1 contract 13-27-0004.

CP-13-27-0008	13-27-0004	747930	Shenandoah	Afforestation of Crop, Hay and	FR-1	High	75	37.59	N	\$	8,389.25
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Motion made by Mary Gessner, seconded by Jenna Wiles. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-1 contract 13-27-0013.

CP-13-27-0007	13-27-0013	755322	Shenandoah	Long Term Vegetative Cover on	SL-1	High	74	29.02	N	\$	7,000.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve cost share for CCI-SL-6W contract 13-27-0007.

N/A	13-27-0007	748165	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	141	24.89	N	\$	28,587.50
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-6W contract 13-27-0007.

CP-13-24-0030	13-27-0007	759180	Clarke	Stream Exclusion with Wide W	SL-6W	Medium	114	10.79	Y	\$	169,640.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for WP-4C contract 13-27-0011.

CP-13-27-0006	13-27-0011	753381	Shenandoah	Composter Facilities	WP-4C	Medium	102	26.42	N	\$	26,067.40
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Motion made by Mary Gessner, seconded by Jenna Wiles. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-6W contract 13-27-0005.

CP-NRCS	13-27-0005	748124	Shenandoah	Stream Exclusion with Wide W	SL-6W	Medium	101	17.26	Y	\$	55,778.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-6W contract 13-27-0008

CP-13-27-0004	13-27-0008	749726	Clarke	Stream Exclusion with Wide W	SL-6W	Medium	98	11.84	Y	\$	254,214.00
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for WQ-12 contract 13-27-0011

CP-13-27-0006	13-27-0011	753382	Shenandoah	Roof Runoff Management Syste	WQ-12	Medium	95	31.22	N	\$	20,016.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, Mark Huddleston, and Kermit Gaither were absent at the time of vote.*

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

Kermit Gaither returned to the meeting.

Motion to recommend the board approve conservation plan and cost share for WP-4 contract 13-27-0001.

CP-13-24-0022	13-27-0001	742719	Clarke	Animal waste control facilities	WP-4	Medium	92	23.96	Y	\$	84,306.75
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for FR-3 and FR-1 contract 13-27-0014.

CP-13-27-0009	13-27-0014	759144	Clarke	Riparian Forested Buffer	FR-3	Medium	88	12.86	Y	\$	26,592.50
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CP-13-27-0009	13-27-0014	759137	Clarke	Afforestation of Crop, Hay and F	FR-1	Medium	82	34.92	N	\$	5,250.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for SL-6N contract 13-27-0006.

CP-13-27-0002	13-27-0006	747127	Frederick	Stream Exclusion with Narrow V	SL-6N	Low	102	23.15	Y	\$	110,682.00
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve conservation plan and cost share for WP-2W contract 13-27-0010.

CP-13-27-0005	13-27-0010	753201	Warren	Stream Protection Fencing with	WP-2W	Low	106	30.90	N	\$	37,018.40
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve the addition of a Heavy Duty Gate line item to the PY 27 Average Cost List for \$700.

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

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to recommend the board approve to forward request to DCR for consideration of cost share funding increase for well failure due to unknown causes.

CP-NRCS	13-19-0012	306511	Clarke	Stream Exclusion w/ Gr	SL-6					\$54,040.80
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.

**Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to request that Board delegate authority to the Board Chair to approve a Cost Share funding increase due to unknown cause/well failure for CP-NRCS, Contract 13-19-0012; Instance 306511 SL-6 in the amount of \$54,040.80 once DCR approval is received. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to request board approval of a tax credit for CP-13-26-00219; Contract 13-26-0040; Instance 730146 SL-6W in the amount of \$7,078.86. Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to request board approval of conservation plan CP-13-27-0010. Motion made by Mary Gessner, seconded by Jim Fagan. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to request board approval of an Equipment Tax Credit issued to Vann Enterprises for a Turbo Till and precision sprayer. Motion made by Mary Gessner, seconded by Jim Fagan. Motion Passed. Voting Ballot is as follows. **Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.*

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

Motion to approve the CTC minutes as presented at the 8/13/2026 Board meeting. Motion made by Mary Gessner, seconded by Jim Fagan. Motion Passed. Voting Ballot is as follows. *Cynthia Fairbanks, and Mark Huddleston were absent at the time of vote.

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

- Stephanie Shillingburg departed from the meeting.

Dam Safety & Conservation Easements - Jim Fagan

- Creeks at Lake Laura are dry.
- Still waiting on the remote monitoring install.
- This is our year for self-inspections on both Dams. This will be performed in the Fall.

Education & Information – Joan Comanor

- A committee meeting will be held directly following today's board to discuss Annual Awards items.

Motion: The Board grants delegated authority to the Education & Information Committee Chair / Board Chair for various approval needs through September 10, 2026. Motion made by Paul Burkholder, seconded by Jim Fagan. Motion Passed. Voting Ballot is as follows. *Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.

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

Legislative – Paul Burkholder

- Commented on the work the State Intern has been doing sending informational letters to Legislators on behalf of the Districts.

Personnel – Joan Comanor

- Happy to have Becky aboard.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Next meeting August 20, 2026.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed the written report.

Shenandoah Pure Water Forum – VACANT

- Appointed Olivia Donachie to represent LFSWCD with this group.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Gave an update of NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Reviewed FY26 Operations & Cost Share Assessments
 - LFSWCD received all A's
- Debbie reviewed her written report highlighting key items of importance.
 - The Federal mileage reimbursement rate has raised to \$0.76/mile as of July 1, 2026 (LFSWCD follows the Federal mileage reimbursement rate)
- Kevin Tate was appointed to the State Soil & Water Board

Virginia Cooperative Extension: Cynthia Fairbanks

- In Cynthia's absence Bobby Clark gave an update of VCE happenings.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Matt gave an update on CBF happenings
- Very impressed with the amount and quality of work from LFSWCD staff.
- GPS Livestock Collar discussion
 - They are working with 3 different farms to implement this technology.
 - Projects include strip grazing, stream exclusion, and rotational grazing.
- GRANT OPPORTUNITIES
 - Rotational grazing kits. These are done on a 5-year trial basis to divide currently fenced areas for participants to see if rotational grazing will be beneficial.
 - Participants are required to follow a grazing plan and host a field event.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other: n/a

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Jim Fagan, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Cynthia Fairbanks and Mark Huddleston were absent at the time of vote.

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

The meeting adjourned at approximately 12:16 PM.

Respectfully submitted,

Sarah Fleming

Board Secretary

Approved by the Board through motion on:

LFSWCD ED & INFO COMMITTEE MEETING MINTUES

August 13, 2026

Committee members present: J. Comanor, M. Gessner, K. Gaither and E. Bricker.

Staff advisors present: S. Fleming, D. Gochenour and A. Ponn

The meeting was called to order at 12:24pm at the Strasburg Community Center.

1. Allyson informed the committee that the Annual Report would be published tomorrow. She is waiting for the test email to come through to make sure all of the links connect to the website and the MailChimp email displays items correctly. Joan commented on how easy it was to read and included great pictures. The committee discussed the numbers of VACS, VCAP and education per county and what to highlight in BOS updates.
2. The committee discussed details for the upcoming Annual Awards Luncheon in November.

The committee reviewed the nomination list, including those that were approved by the Technical Committee. Allyson has sent out the nomination details to the board to solicit more ag-related/community awards. She set the deadline date for the beginning of September so that the full nomination list could be approved at the September board meeting. Dana and Allyson were tasked with gathering feedback from the staff on partner awards, specifically highlighting the relationship with the DCR Ag Engineering team.

The committee reviewed the potential Venue and Catering contract for the luncheon. Allyson presented the Barns of Rose Hill in Clarke County and Full Plate Catering. General discussion about contract details and what was included. The committee decided that Sarah Fleming would sign the contracts the Administrative Manager.

Motion to approve the rental contract and \$400 fee for the Barns of Rose Hill on November 12, 2026 for the Annual Awards Luncheon made by M. Gessner, seconded by E. Bricker.

The committee chose the two meat and two side options offered by Full Plate Catering, including the Beef Pot Roast, Fried Chicken, tossed salad with dressing and roasted red potatoes. The meal includes rolls and drinks. Allyson will follow up regarding dessert options. Allyson would like to purchase drink holders this year so that guests aren't pouring out of the provided jugs. Allyson will also confirm with catering regarding cutlery.

Motion to approve the catering contract with Full Plate Catering on November 12, 2026 for the Annual Awards Luncheon made by E. Bricker, seconded by M. Gessner.

Allyson asked the committee for feedback on the Board meeting drinks and food selection. All agreed that the provided spread was sufficient. The committee discussed the event favors, including apple baskets, honey, apple butter and jam.

3. Allyson informed the committee on various outreach events and opportunities currently being planned for the fall and winter season.

Allyson reached out to all counties to inquire about including a VACS flyer in the annual Land Use Tax Notifications. She has only heard back from Frederick County who was unable to include a flyer but providing mailed addresses if we wanted to reach out on our own.

LFSWCD staff have been invited back to all Farm Bureau Annual Meetings. Staff will set up the display table and talk with interested landowners. Clarke will be joining Frederick County and Warren will join Shenandoah's meeting.

Allyson is working with Friends of the North Fork of the Shenandoah River to organize a Conservation Speed Dating workshop in Woodstock for the fall and one in Quicksburg in the Spring. Staff are attending a workshop in Clarke County at the beginning of September.

Staff are working with Raleigh Coleman with DCR Ag Engineering to plan a Contractor Training on September 24th. Staff last hosted a training in 2018. Committee discussed venue options that could hold more seating than the Strasburg Community Center.

Allyson provided an update on the Agribusiness Conference to the committee. She noted she had reached out multiple times, and they are hopeful to plan the conference again in late winter 2027. She will continue to follow up.

Allyson informed the committee on a new event that LFSWCD will co-host. "From Seed to Story" is a free event for women farmers to celebrate the International Year of the Woman Farmer. She is partnering with Black Valley Creative to host at Marker Miller Orchard and Market. The event will feature a resource fair, pavilion pop ups with speakers, and documenting woman farmer stories. One of the pavilion popups will feature female farmers who have completed VACS practices. Mary Gessner suggested another idea for generational learning and mentorships.

There being no further business, the committee adjourned at 1:08 pm.

Respectfully submitted,



Allyson Ponn, Education and Conservation Specialist
On behalf of
Joan Comanor, Committee Chair

FY27 Attendance Log

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

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

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

LFSWCD Committee Meeting Log:



You may also view the LFSWCD Website Calendar by using the following link: [Calendar | LFSWCD FINAL](#)

CTC (Conservation Technical Committee): the CTC meets on the 1st Thursday of each month at 10:00am in the Strasburg Community Center Room located at 726 E. Queen Street, Strasburg, VA unless otherwise notified and posted on the Website calendar. The CTC does not meet in the Month of July.

- August 6, 2026 • September 3, 2026 • October 1, 2026 • November 5, 2026
- December 3, 2026 • January 7, 2027 • February 4, 2027 • March 4, 2027
- April 1, 2027 • May 6, 2027 • June 3, 2027

PERSONNEL:

- July 16, 2026 (closed session for Interviews)
- September 10, 2026 (11:30am or immediately following Board of Directors meeting)

EDUCTAION & INFORMATION:

- August 13, 2026 12:00pm

FINANCE:

- September 10, 2026 @ 9:30am

LORD FAIRFAX SWCD COMMITTEE APPOINTMENTS District Chair ex officio Member of Each Committee						
Conservation Technical (Urban BMP / *Technical Resource)	Dam Safety & Easements	Education/ Information	Finance	Legislative	Personnel	Operations
Gessner, M. Chair	Fagan, J. Chairman	Comanor, J. Chairwoman	Shillingburg, S. (Treas.) Chair	Burkholder, P. Chairman	Comanor, J. Chair	Mackay-Smith, J. Chairman
Mackay-Smith, J. Vice Chair	Bricker, E.	Bricker, E.	Comanor, J.	Fagan, J.	Gessner, M.	Burkholder, Paul
Buckley, R.	Burkholder, P.	Gessner, M.	Fagan, J.	Gaither, K.	Huddleston, M.	Gaither, K.
Fairbanks, C.	Comanor, J.	Gaither, K.	**Fleming, S.	Gessner, M.	Shillingburg, S. (Treas.)	**Ponn, A.
Wiles, J.	Gessner, M.	Hoak, R.	**Coffey, M.	Hoak, R.	**Gochenour, D.	**Fleming, S.
Clark, R.	Huddleston, M.	**Gochenour, D.		**Ponn, A.		
French, C.	**Gochenour, D.	**Ponn, A.				
Pendelton, E.		**Fleming, S.				
**Gochenour, D.						
**Livesay, N.						
**Coffey, M.						
**Loyd, B.						
**Ponn, A.						
**Ramer, B.						
**Donachie, O.						
**Leland, B.						
Pure Water Forum Representative	No. Shenandoah Valley Regional Commission	Shenandoah Co. Water Resources Advisory Committee				
Vacant	Gessner, M.	Comanor, J.				

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

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

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

	<u>Jul - Aug 26</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00		
FY 26 VNRCF TA (Base+Add)	1,148.96		
FY 27 VNRCF TA (Base+Add)	269,166.00		
Total Income Designated Receipts	<u>279,314.96</u>		
Undesignated Receipts			
County/City Contributions			
Clarke	12,500.00		
Frederick	3,750.00		
Shenandoah	20,000.00		
Warren	14,000.00		
Winchester	12,100.00		
Total County/City Contributions	<u>62,350.00</u>		
DCR Annual Operations Funds	184,244.50		
Interest Income	20,607.19		
Other Income			
Refunds/Reimbursements	0.00		
Total Other Income	<u>0.00</u>		
VCAP			
VCAP Cost Share	6,299.58		
VCAP TA	1,200.00		
Total VCAP	<u>7,499.58</u>		
Total Undesignated Receipts	<u>274,701.27</u>		
Total Income	<u>554,016.23</u>		
Gross Profit	<u>554,016.23</u>		
Expense			
District Regular Expenses			
Board Expenses	302.40		
Dues			
VASWCD	3,592.00		
Total Dues	<u>3,592.00</u>		
Ed & Info / Public Outreach			
Envirothon			
Envirothon Expenditures	59.96		
Total Envirothon	<u>59.96</u>		
Total Ed & Info / Public Outreach	<u>59.96</u>		
Office Expenses			
IT Services & Support / Web	1,364.25		
Office Equipment	1,062.13		
Office Storage Rent	816.00		
Office Supplies	981.41		
Telephone/Internet	479.75		
Total Office Expenses	<u>4,703.54</u>		
Personnel/Staff Expenses			
Staff Boot/Clothing	153.37		
Staff Mileage/Training	1,064.25		
Total Personnel/Staff Expenses	<u>1,217.62</u>		
Vehicle Gas & Service	<u>409.66</u>		

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

	Jul - Aug 26	Budget	% of Budget
Total District Regular Expenses	10,285.18		
Total Expense	10,285.18		
Net Ordinary Income	543,731.05		
Net Income	543,731.05		

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of August 31, 2026

09/02/26

Cash Basis

	Aug 31, 26
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	55,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	180,000.00
Tech Staff Salary Res. (State)	1,075,000.00
Dam Safety Reserve	75,000.00
Admin. Secretary Salary Reserve	180,000.00
Education Salary Reserve	180,000.00
Vehicle Reserve (State)	85,000.00
Total Dedicated Reserves	1,960,000.00
Operations	
DCR Operating Funds	802,201.04
EOL Varification Earnings	53,418.42
Other Income	
Refunds/Reimbursements	2,696.92
Donations	2,000.00
Total Other Income	4,696.92
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	14,997.29
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	3,879.06
Total Community Garden/Harvest Fest.	4,112.92
Total Special Projects	4,112.92
Sales/Services	2,063.70
Interest	190,923.65
Local Gov't Funds	143,006.50
Total Operations	1,219,296.59
Restricted Funds	
VNRCF TA	
FY 27 VNRCF TA	269,166.00
FY 26 VNRCF TA	557,210.64
Total VNRCF TA	826,376.64
VCAP TA	3,600.00
VCAP	6,299.58
Cost Share Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
Total CREP	0.00
WQIA	
2027 CB VACS	64,045.25
2026 CB VACS	4,919,649.72
2025 CB VACS	2,747,095.81
2024 CB VACS	1,741,352.03
2023 CB VACS Transfer (22)	71,382.23
2022 CB VACS	164,749.88
Total WQIA	9,708,274.92
Total Cost Share Funds	9,708,274.92

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of August 31, 2026

09/02/26

Cash Basis

	Aug 31, 26
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	10,545,910.08
TOTAL	13,725,206.67

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,484,143.52
Cleared Transactions						
Checks and Payments - 9 items						
Check	07/15/2026	5686	VASWCD	X	-3,592.00	-3,592.00
Check	07/15/2026	5690	VACDE	X	-280.00	-3,872.00
Check	07/21/2026	5693	Shentel	X	-203.79	-4,075.79
Check	08/05/2026	5697	Card Services	X	-2,866.15	-6,941.94
Check	08/05/2026	5696	Max Real Group, LLC	X	-408.00	-7,349.94
Check	08/05/2026	5695	VACDE	X	-35.00	-7,384.94
Check	08/11/2026	5699	Virginia Business Sy...	X	-593.00	-7,977.94
Check	08/11/2026	5698	Graves Mountain Lo...	X	-158.68	-8,136.62
Check	08/13/2026	5700	Virginia Business Sy...	X	-351.60	-8,488.22
Total Checks and Payments					-8,488.22	-8,488.22
Deposits and Credits - 4 items						
Deposit	08/14/2026			X	3,750.00	3,750.00
Deposit	08/24/2026			X	7,499.58	11,249.58
Deposit	08/26/2026			X	463,559.46	474,809.04
Deposit	08/31/2026			X	10,410.26	485,219.30
Total Deposits and Credits					485,219.30	485,219.30
Total Cleared Transactions					476,731.08	476,731.08
Cleared Balance					476,731.08	3,960,874.60
Register Balance as of 08/31/2026					476,731.08	3,960,874.60
New Transactions						
Checks and Payments - 8 items						
Check	09/02/2026	5701	Opequon Presbyteri...		-6,299.58	-6,299.58
Check	09/02/2026	5708	Card Services		-2,541.22	-8,840.80
Check	09/02/2026	5705	Virginia Business Sy...		-924.98	-9,765.78
Check	09/02/2026	5703	Queen Street Diner		-302.40	-10,068.18
Check	09/02/2026	5707	Shentel		-203.79	-10,271.97
Check	09/02/2026	5704	Sarah R. Fleming		-191.52	-10,463.49
Check	09/02/2026	5702	Stephanie Shillingburg		-82.08	-10,545.57
Check	09/02/2026	5706	VASWCD		-20.00	-10,565.57
Total Checks and Payments					-10,565.57	-10,565.57
Total New Transactions					-10,565.57	-10,565.57
Ending Balance					466,165.51	3,950,309.03

1:46 PM

09/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 08/31/2026

	<u>Aug 31, 26</u>
Beginning Balance	3,484,143.52
Cleared Transactions	
Checks and Payments - 9 items	-8,488.22
Deposits and Credits - 4 items	485,219.30
	<u>476,731.08</u>
Total Cleared Transactions	
Cleared Balance	<u>3,960,874.60</u>
Register Balance as of 08/31/2026	3,960,874.60
New Transactions	
Checks and Payments - 8 items	-10,565.57
	<u>-10,565.57</u>
Total New Transactions	
Ending Balance	<u>3,950,309.03</u>

1:40 PM

09/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,034,970.08
Cleared Transactions						
Checks and Payments - 6 items						
Check	06/26/2026	4127	Peace of Heaven Fa...	X	-6,444.00	-6,444.00
Check	06/26/2026	4135	Jadwyn Acres Farm...	X	-6,284.00	-12,728.00
Check	06/26/2026	4139	Matthew L. Polk	X	-1,869.20	-14,597.20
Check	08/05/2026	4144	Aaron L. Bushong	X	-8,875.00	-23,472.20
Check	08/05/2026	4145	Sheila A. Green	X	-5,140.89	-28,613.09
Check	08/13/2026	4146	Treasurer of Virginia	X	-1,236,500.50	-1,265,113.59
Total Checks and Payments					-1,265,113.59	-1,265,113.59
Deposits and Credits - 2 items						
Deposit	08/26/2026			X	8,838.14	8,838.14
Deposit	08/31/2026			X	31,534.82	40,372.96
Total Deposits and Credits					40,372.96	40,372.96
Total Cleared Transactions					-1,224,740.63	-1,224,740.63
Cleared Balance					-1,224,740.63	9,810,229.45
Uncleared Transactions						
Checks and Payments - 2 items						
Check	06/10/2026	4099	Blyth Farms LLC		-1,125.00	-1,125.00
Check	08/26/2026	4147	Benedict J. O'Brien		-44,772.38	-45,897.38
Total Checks and Payments					-45,897.38	-45,897.38
Total Uncleared Transactions					-45,897.38	-45,897.38
Register Balance as of 08/31/2026					-1,270,638.01	9,764,332.07
Ending Balance					-1,270,638.01	9,764,332.07

1:40 PM

09/02/26

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 08/31/2026

	<u>Aug 31, 26</u>
Beginning Balance	11,034,970.08
Cleared Transactions	
Checks and Payments - 6 items	-1,265,113.59
Deposits and Credits - 2 items	40,372.96
Total Cleared Transactions	<u>-1,224,740.63</u>
Cleared Balance	<u><u>9,810,229.45</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-45,897.38
Total Uncleared Transactions	<u>-45,897.38</u>
Register Balance as of 08/31/2026	<u><u>9,764,332.07</u></u>
Ending Balance	9,764,332.07

9.3.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present:

Members Present:

Members Absent:

Others Present:

M. Gessner

C. French, J. Mackay-Smith, B. Clark, J. Wiles

R. Buckley, C. Fairbanks, E. Pendleton

D. Gochenour, M. Coffey, N. Livesay, B. Loyd, B. Ramer

Call to Order: 10:05 AM

Motion by: MG

Adjourn: 10:40 AM

Motion by: BC

Board Approved:

Signature

Date

Fund Source:	Total funds available after 8/13/2026 board meeting	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 8/24/2026	Obligated - Paid as of 8/24/2026	Obligated as of 8/24/2026	Total Allocation from DCR
2027 CB VACS	\$ 8,092,617.83		\$ 87,438.40	\$ 8,180,056.23	\$ 393,311.33	\$ 7,786,744.90	\$ 9,095,771.43	\$ 915,715.20	\$ 915,715.20	\$ 9,063,261.00
				\$ -		\$ -				
*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.							Total Obligated for 2026 CB VACS	\$ 915,715.20		
							Percent Obligated for 2026 CB VACS	10.10%		

Discussion:

Review Cancellations/Underbudgets; Tax Credit Approvals; New Project Approvals; ASA policy discussion - no changes are needed to the policy

Cancellations/Underbudgets										
Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes		
13-27-0009	753042	2027 CB VACS	WP-4C	\$ 87,438.40		Approved	MC	correction to approved amount due to piggybacking. Actual amount =\$73,423.40		
Total of Cancellations and Underbudgets:					\$ 87,438.40					

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:					\$ -						

2027 CB VACS Fund																
Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-NRCS	13-19-0012	306511	Clarke	Stream Exclusion w/ Graz	SL-6					\$ 54,040.80	X			Unapproved	MC	Failure Due to Unknown Cause - well failure moved forward to DCR at 8/13/26 board mtg
CP-NRCS	13-27-0023	771415	Shenandoah	Seasonal Feeding Facility	WP-4SF	High	111	21.98	Y	\$ 131,813.80			X	Unapproved	MC	NRCS Piggyback
CP-13-27-0012	13-27-0016	763342	Shenandoah	Stream Exclusion with W	SL-6W	High	97	9.68	Y	\$ 133,165.00			X	Unapproved	DG	
CP-13-27-0014	13-27-0020	771134	Shenandoah	Animal waste control facil	WP-4	High	66	10.49	Y	\$ 54,709.88			X	Unapproved	MC/NL	
CP-13-27-0013	13-27-0017	767748	Shenandoah	Extension of Watering Sys	SL-7	Medium	98	30.56	N	\$ 27,896.00			X	Unapproved	DG	
CP-13-27-0011	13-27-0019	765629	Warren	Stream Exclusion with W	SL-6W	Low	91	28.98	Y	\$ 23,840.00			X	Unapproved	BL	
CP-13-27-0011	13-27-0019	765637	Warren	Extension of Watering Sys	SL-7	Low	89	48.22	N	\$ 10,401.60			X	Unapproved	BL	
CP-13-25-0054	13-27-0022	771410	Frederick	Riparian Forested Buffer	FR-3	Low	86		Y	\$ 11,485.05			X	Unapproved	MC	
Total 2027 CB VACS Contracts Awaiting Variance Review:																
Total 2027 CB VACS Contracts Presented for Approval:							\$ 447,352.13									
Total 2027 CB VACS Funds Approved:							\$ 393,311.33									

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

9.3.2026 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Order:Motion by:

Adjourn:Motion by:

Fund Source:	Total funds available after 8/13/2026 board meeting	Additional funds from DCR (incl. Interest)	Cancelled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 8/24/2026	Obligated - Paid as of 8/24/2026
2022 CB VACS	\$ -			\$ -	\$ -	\$ -		
2023 CB VACS Transfer (2022)	\$ -			\$ -	\$ -	\$ -		
2024 CB VACS	\$ 50,976.80			\$ 50,976.80	\$ -	\$ 50,976.80	\$ 1,741,352.03	\$ 1,690,375.23
2025 CB VACS	\$ 922.11			\$ 922.11	\$ -	\$ 922.11	\$ 2,747,095.81	\$ 2,746,173.70
2026 CB VACS	\$ -		\$ 25,295.74	\$ 25,295.74	\$ -	\$ 25,295.74	\$ 4,910,811.58	\$ 4,885,515.84

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
13-26-0040	730146	2026 CB VACS	SL-6W	\$ 25,295.74	\$ 7,078.87	Complete	MC	underbudget
Total of Cancellations and Underbudgets:					\$	25,295.74		

2022 CB VACS Fund

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

2023 CB VACS Transfer Fund (2022)

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

2024 CB VACS Fund

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

2025 CB VACS

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

2026 CB VACS Fund

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

9.3.2026 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0023 WP-4SF											Made By: JMS, C. French		
	CP-NRCS	13-27-0023	771415	Shenandoah	Seasonal Feeding Facility with A	WP-4SF	High	111	21.98	Y	\$	131,813.80	Vote	#
													Yay	5
													Nays	0
													Abstains	0
													Motion Passes	
	Abstentions:													

Motion 2:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0016 SL-6W											Made By: BC, JMS		
	CP-13-27-0012	13-27-0016	763342	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	97	9.68	Y	\$	133,165.00	Vote	#
													Yay	5
													Nays	0
													Abstains	0
	Abstentions:													Motion Passes

Motion 3:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0020 WP-4										Made By: C. French, JMS			
	CP-13-27-0014	13-27-0020	771134	Shenandoah	Animal waste control facilities	WP-4	High	66	10.49	Y	\$	54,709.88	Vote	#
													Yay	5
													Nays	0
													Abstains	0
Abstentions:													Motion Passes	

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0017 SL-7										Made By: JMS, C. French			
	CP-13-27-0013	13-27-0017	767748	Shenandoah	Extension of Watering Systems	SL-7	Medium	98	30.56	N	\$	27,896.00	Vote	#
													Yay	5
													Nays	0
													Abstains	0
													Motion Passes	

Motion 5:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0019 SL-6W and SL-7										Made By: BC, JMS			
	CP-13-27-0011	13-27-0019	765629	Warren	Stream Exclusion with Wide Wid	SL-6W	Low	91	28.98	Y	\$	23,840.00	Vote	#
	CP-13-27-0011	13-27-0019	765637	Warren	Extension of Watering Systems	SL-7	Low	89	48.22	N	\$	10,401.60	Yay	5
													Nays	0
													Abstains	0
													Motion Passes	

Motion 6:	Motion to recommend the board approve conservation plan and cost share for contract 13-27-0022 FR-3											Made By: BC, C. French		
	CP-13-25-0054	13-27-0022	771410	Frederick	Riparian Forested Buffer	FR-3	Low	86		Y	\$	11,485.05	Vote	#
													Yay	5
													Nays	0
													Abstains	0

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

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

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

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

Motion 16:	Motion to recommend the board approved										Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

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

Motion 18:											Made By: Vote # Yay Nays Abstains Motion Passes
Abstentions:											

Motion 19:	Motion to recommend the board approve the remainder of the CTC minutes as presented.										Made By:
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Motion 20: 	Made By:	
	Vote	#
	Yay	
	Nays	
	Abstentions:	Motion Passes

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

Items for the Board Meeting

Tax Credits (All Program Years)

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

Cost Share Approvals/Increases (All Program Years)

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

VCAP

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

Other Items
