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722-B East Queen Street
Strasburg, VA 22657
(540) 465-2424, Ext. 5
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MINUTES

The September 10, 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
Cynthia Fairbanks
Mark Huddleston
Kermit Gaither
Jenna Wiles

Guests, Associate Directors, & Cooperating Agency Representatives

in Attendance:

Stephanie Shillingburg
Ed Pendleton
Debbie Cross, CDC/DCR
Matt Kowalski, CBF

LFSWCD Staff Members

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

Absent Directors:

Emma Bricker
Paul Burkholder
Reid Hoak

Absent Staff:

Becky Leland
Allyson Ponn

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:02 am.

- Introduction of Guest; Matt Kowalski with the Chesapeake bay Foundation



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MOTION: Board approval of the August 13, 2026, Board of Director meeting minutes as presented in the Board Packet. Motion made by Kermit Gaither, seconded by Cynthia Fairbanks. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- Gave an update on the Shenandoah County B.O.S. briefing.

Treasurer & Finance Report: Stephanie Shillingburg

- The Finance Committee met at 9:30am September 10, 2026.
 - The committee approved Suggested FY27 Dedicated Reserve Transfers to move forward to the Board for final approval.
 - A review of the LFSWCD Purchasing Policy and the Desktop Procedures for District Operations was completed by the committee.

MOTION: Board approval of FY27 Dedicated Reserve Transfers, as presented during the Board of Directors meeting. Motion made by Mary Gessner, seconded by James Fagan. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

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 Kermit Gaither, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed written report.
- Requested Directors and staff to please let her know if they plan to attend the Annual Meeting in Roanoke in December so she can reserve rooms.



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Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- As Allyson was absent from the meeting due to an Education event Dana gave a review of her report.
 - Contractor training event, September 24th, from 5pm – 8pm at Woodbine Pavilion.
- Dry well discussion.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted that he received his Nutrient Plan Manager renewal (2-year).
- Lots of new interest & old participant comebacks.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Cross Training with Becky on VACS and CAS.
- Multiple As-builts & Payouts.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Highlighted Employee Association training at Graves Mountain.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Cross training with Becky on ARC GIS program.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Cross training with Becky on VCAP.
- Hopeful to obtain Conservation Planner Certification by end of year.

Program Support Specialist, Becky Leland:

- Absent from meeting.

Education and Conservation Specialist, Allyson Ponn:

- Absent from meeting.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0023 WP-4SF										
CP-NRCS	13-27-0023	771415	Shenandoah	Seasonal Feeding Facility with	WP-4SF	High	111	21.98	Y	\$ 131,813.80

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-27-0016 SL-6W										
CP-13-27-0012	13-27-0016	763342	Shenandoah	Stream Exclusion with Wide Wid	SL-6W	High	97	9.68	Y	\$ 133,165.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0020 WP-4										
CP-13-27-0014	13-27-0020	771134	Shenandoah	Animal waste control facilities	WP-4	High	66	10.49	Y	\$ 54,709.88

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0017 SL-7										
CP-13-27-0013	13-27-0017	767748	Shenandoah	Extension of Watering Systems	SL-7	Medium	98	30.56	N	\$ 27,896.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-27-0019 SL-6W and SL-7

CP-13-27-0011	13-27-0019	765629	Warren	Stream Exclusion with Wide Wid	SL-6W	Low	91	28.98	Y	\$	23,840.00
CP-13-27-0011	13-27-0019	765637	Warren	Extension of Watering Systems	SL-7	Low	89	48.22	N	\$	10,401.60

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-27-0022 FR-3

CP-13-25-0054	13-27-0022	771410	Frederick	Riparian Forested Buffer	FR-3	Low	86		Y	\$	11,485.05
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: The Board grants delegated authority to the Board Chair to act on items needed for contract: 13-21-0022 SL-1; failure due to unknown cause. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		



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

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: to recommend board approval of the following tax credits, as presented during the 9/10/2026 Board meeting.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-26-0004	13-26-0007	662866	Clarke/Stream Exclusion w/ Wide Buffe	SL-6W	\$ 516.25
CP-13-26-0004	13-26-0007	662871	Clarke/Extension of a watering system	SL-7	\$ 5,524.96
CP-13-23-0015	13-26-0011	669114	Clarke/Long Term Vegetative Cover of	SL-1	\$ 648.78

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: The Board ratifies Board Chair signature by delegated authority to approve contract: 13-19-0012, instance: 306511; EAN. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Dam Safety & Conservation Easements - Jim Fagan

- Self-Inspection of Dams to take place late October. Will share date once confirmed.
- Still waiting on updated monitoring equipment. Hopeful to have installed this Fall.



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Education & Information – Joan Comanor

MOTION: to Accept the August 13, 2026, Information & Education Committee Minutes (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: The Board grants delegated authority to the Board Chair for approval of Farm and Partner award nominations for the LFSWCD Annual Awards Luncheon. Motion made by Kermit Gaither, seconded by Cynthia Fairbanks. Motion Passed. Voting Ballot is as follows.

*Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Motion: The Board approves the Clean Water Farm Award nominations of Audley Farms and Jeff Gochenour for submission to DCR. With Audley Farm as the Basin Award nominee. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder and, Reid Hoak 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			
*Emma Bricker					*Reid Hoak			
Mark Huddleston	X				Kermit Gaither	X		
Cynthia Fairbanks	X				Jenna Wiles	X		

Legislative – Paul Burkholder

- Absent from meeting.

Personnel – Joan Comanor

- The Personnel Committee is meeting immediately after the Board meeting (9/10/2026) in the office conference room.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Was unable to attend the August meeting.



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Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Next meeting is October 21st.

Shenandoah Pure Water Forum – Olivia Donachie

- Olivia has spoken with SPWF and is on the list as our representative and will be notified of the next meeting. As there are some Board changes the next meeting is tentatively set for November.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Not in attendance.

Virginia Department of Conservation & Recreation: Debbie Cross

- Reviewed her written report highlighting due dates and other necessary items.
 - Elected Directors are required to take FOIA training and COIA training every 2 years. Sarah will send out an updated chart to let directors know when they last took these trainings. FOIA training webinar dates can be found in Debbie's report.

Virginia Cooperative Extension: Cynthia Fairbanks

- Gave an update of VCE happenings.
- Pesticide/PFAS testing discussion.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Gave an update of CBF happenings and available project assistance.
 - Highlighting rotational grazing kits.
- JLARC study is out.

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. **Emma Bricker, Paul Burkholder and, Reid Hoak were absent at the time of vote.*

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

The meeting adjourned at approximately 11:34 PM.

Respectfully submitted,

Sarah Fleming

Board Secretary

Approved by the Board through motion on: October 8 2026