



We work with the people who work the land.

722-B East Queen Street  
Strasburg, VA 22657  
(540) 465-2424, Ext. 5  
[www.lfswcd.org](http://www.lfswcd.org)

---

## MINUTES

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

Those attending were:

### LFSWCD Directors

Joan Comanor  
James Fagan  
Mary Gessner  
Justin Mackay-Smith  
Paul Burkholder  
Randy Buckley  
Kermit Gaither  
Jack Owens

### Associate Directors

Stephanie Shillingburg  
Ed Pendleton

### Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR  
Tad Williams, CDC, DCR

### LFSWCD Staff Members

Dana Gochenour  
Sam Shelton  
Madison Coffey  
Sabrina Heltzel  
Ben Loyd  
Nick Livesay  
Allyson Ponn

### Absent Directors or Staff:

Emma Bricker  
Mark Huddleston  
Reid Hoak  
Robert Clark  
Ira Richards  
Jason Bushong  
Sarah Fleming

---

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

---



We work with the people who work the land.

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

**MOTION:** Board approval of the December 12, 2024, Board of Director meeting minutes. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

**Chairwoman’s Report: Joan Comanor**

- Chair report was reviewed.
- Discussion on admin duties being filled in by the staff.
- Debbie introduced guest Tad Williams. He is a new CDC covering the southern part of the Valley.

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.

**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

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

- Sarah was absent on medical leave.
  - Minutes were taken by Madison Coffey and Allyson Ponn.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.
- Thanked staff for their hard work getting projects paid out before the end of the year.

**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Recently returned from leave. He gave an update on end of year activities.

**Conservation Specialist, Madison Coffey:**

- Reviewed her written report.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.
- Updated the board on scheduled dates with the DCR Engineering team.



We work with the people who work the land.

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

**Conservation Specialist, Ben Loyd**

- Reviewed written report.
- Will be doing the Field Review portion of his Conservation Specialist Certification on Dec 31<sup>st</sup> with Carl/DCR.

**Conservation Technical Assistant, Sam Shelton**

- Reviewed written report.
- Update on the VDH process for rainwater harvesting projects including having them registered and installed by certified professionals.

Board discussion about current legal proceeding. Dana provided background information and there was discussion about payments and bills. There is a meeting scheduled for that afternoon with the Office of the Attorney General. OAG will be the lead.

**Education and Program Support Specialist, Allyson Ponn:**

- Reviewed written report.
- Updated the Board on the upcoming reception at Clermont and reviewed details from Annual Meeting.
- Discussion on the challenges of verifying cover crop with the winter weather. She has plans to do verification checks next week if there is enough snow melt.

**Committee Updates:**

**Conservation Technical - Mary Gessner**

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

Motion to recommend that the board approve both instances in contract 13-25-0032 and associated NRCS Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0032	643184	Shenandoah	Small Grain an	SL-8B	High	110	8.06	Y	\$ 20,319.30
NRCS	13-25-0032	645395	Shenandoah	Animal Waste C	WP-4LC	High	103	17.57	Y	\$ 416,767.80

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve all SL-8H practices listed below.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0002	590069	Shenandoah	Harvestable Co	SL-8H	High	97	35.41	N	\$ 1,140.00
N/A	13-25-0090	647673	Shenandoah	Harvestable Co	SL-8H	High	94	36.76	N	\$ 800.00
N/A	13-25-0031	643183	Shenandoah	Harvestable Co	SL-8H	High	94	37.47	N	\$ 2,078.00
N/A	13-25-0091	647676	Shenandoah	Harvestable Co	SL-8H	High	92	30.89	N	\$ 3,151.80
N/A	13-25-0089	647672	Clarke	Harvestable Co	SL-8H	Low	70	53.32	N	\$ 180.00

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



We work with the people who work the land.

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

Motion to recommend that the board approve all SL-8B practices listed below.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0002	590089	Shenandoah	Small Grain an	SL-8B	High	94	8.59	Y	\$ 25,719.40
N/A	13-25-0091	647675	Shenandoah	Small Grain an	SL-8B	High	91	10.58	Y	\$ 5,901.30
N/A	13-25-0089	647670	Clarke	Small Grain an	SL-8B	Low	81	41.35	Y	\$ 770.00

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows\*** Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve contract 13-25-0037 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0032	13-25-0037	643564	Shenandoah	Long Term Veg	SL-1	High	95	24.22	N	\$ 4,708.00

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve contract 13-25-0092 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name		Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0031	13-25-0092	647784	Shenandoah	Permanent veed	SL-11	High	79	9.90	Y	\$ 3,795.00

**Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



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

We work with the people who work the land.

Motion to recommend that the board approve contract 13-25-0079.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
N/A	13-25-0079	648083	Shenandoah   Manure Injectio	NM-6	High	76	29.62	N	\$ 7,882.65

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve both instances in contract 13-25-0080 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0033	13-25-0080	647954	Shenandoah   Long Term Veg	SL-1	High	76	27.28	N	\$ 9,964.80
CP-13-25-0033	13-25-0080	647945	Shenandoah   Long Term Veg	SL-1	High	76	31.86	N	\$ 14,620.00

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve both SL-1 instances in contract 13-25-0075 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-24-0017	13-25-0075	647594	Frederick   Long Term Veg	SL-1	Medium	109	28.38	N	\$ 8,160.00
CP-13-24-0017	13-25-0075	647595	Frederick   Long Term Veg	SL-1	Medium	87	34.19	N	\$ 17,280.00

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



We work with the people who work the land.

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

Motion to recommend that the board approve the SL-6W instance in contract 13-25-0075.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-24-0017	13-25-0075	647656	Frederick Stream Exclud	SL-6W	Low	115	16.30	Y	\$ 137,326.32

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

Motion to recommend that the board approve both instances in contract 13-25-0017 and associated Conservation Plan.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0023	13-25-0017	647591	Frederick Stream Exclud	SL-6N	Low	90	17.53	Y	\$ 6,854.10
CP-13-25-0023	13-25-0017	647588	Frederick Stream Exclud	SL-6N	Low	89	14.87	Y	\$ 32,157.12

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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

**Motion to approve cost share increase for contract 13-25-0047 instance 646460 SL-8H for \$1,250.**

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.

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



We work with the people who work the land.

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

**Motion to approve cost share increases for both instances of 13-25-0066 (646789 SL-8H for \$897.80; 646786 SL-8B for \$1,598.80).**

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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

**Motion to ratify actions taken through delegated authority including equipment tax credits, BMP tax credits, and cost share increases listed below.**

**Equipment Tax Credit:**

- Terry Folts

**BMP Tax Credits:**

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-24-0029	13-24-0058	584623	Clarke/Extension of a watering system	SL-7	\$ 1,890.41
CP-13-25-0027	13-25-0035	646648	Shen./Conversion of Crop to Hay	SL-1	\$ 161.41
NRCS	13-23-0012	509949	Fred./Stream Exclusion	SL-6W	\$ 999.28
NRCS	13-23-0012	509950	Fred./Extension of a watering system	SL-7	\$ 471.97
CP-13-20-0005	13-24-0035	581144	Shen./Conversion of Crop to Hay	SL-1	\$ 328.88
CP-13-24-0001	13-24-0021	576990	Warren/Stream Exclusion with Grazing Mgmt	SL-6W	\$ 14,295.86
CP-13-24-0010	13-24-0023	579727	Shen./Animal Waste Facility	WP-4	\$ 21,056.01
Manual CP	13-22-0015	458897	Shen./ Dairy Loafing Lot	WP-4B	\$ 6,886.52
Manual CP	13-24-0018	574154	Warren/Afforestation of Pastureland	FR-1	\$ 884.18

**2025 CB VACS Cost Share**

CP-13-25-0027	13-25-0035	646648	Shenandoah	Conversion of Crop to Hay	SL-1	High	\$ 823.91
---------------	------------	--------	------------	---------------------------	------	------	-----------

**2024 CB VACS Cost Share**

13-24-0035	581144	Shen./Conversion of Crop to Hay	SL-1	\$ 899.66
13-24-0018	574154	Shen./Afforestation of Pastureland	FR-1	\$ 2,034.90

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.**

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



We work with the people who work the land.

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

Nick provided an update on current cost share allocation. Currently at \$3.919 M or 50.5%.

Sabrina provided a Board update about project payout. Project was previously internally transferred for an LLC, but staff recommends board action to recognize the transfer. Dana provided additional background information.

**Motion to ratify the change reflected in transfer of responsibility agreement for SL-6W contract 13-24-0021 from Slate Run Farm LLC – Christi Heflin to Slate Run Farm LLC – Steven Waller.**

**Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

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

- Jim provided an update on the engineering services for dams within the districts Contract was approved to Schnabel Engineering. AS a participating district, they have asked us to take board action to approve contract for services.

**Motion to approve the contract for engineering services between the Shenandoah Valley SWCD and Schnabel Engineering, LLC Motion made by James Fagan, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

Minutes will need to be provided showing the approval.

**Education & Information – Joan Comanor**

- The committee will meet immediately following the Board of Directors meeting. Request for feedback on the Annual Awards Luncheon.

**Legislative – Paul Burkholder**

- Paul provided update on canceled legislative day due to Richmond water issue. Local visits were scheduled prior to this date.

**Personnel – Joan Comanor**

- The committee met prior to the board meeting to discuss proposed updates to the personnel policy. Mid-year reviews are scheduled for January 21<sup>st</sup>. Staff will update their IDPs and provide summary of accomplishments and any suggestions for policy updates.
- Board will go into closed session to discuss a specific personnel performance issue.

**Operations – Justin Mackay-Smith**

- Justin provided an update on the purchase of a 2023 Nissan Armada on behalf of the district. The Jeep was traded in. Funds for this purchase were approved in the 2025 budget.





We work with the people who work the land.

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

**Motion to ratify the purchase of the 2023 Nissan Armada and trade in of the Jeep. Motion made by Justin-Mackay-Smith, seconded by Mery Gessner. Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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

**Local Agency Updates:**

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

- Nothing to report at this time.

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

- The committee will be meeting this evening. They will be discussing approval for ordinance changes regarding septic systems in floodplains.
- Joan commented that Josh Stephens is the new BOS chair.

**Shenandoah Pure Water Forum – Jack Owens**

- The committee is working on scheduling their first quarter meeting either at the end of January or beginning of February.

**Alliance for the Shenandoah Valley – Joan Comanor**

- Nothing to report at this time.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- In Brent’s absence, he emailed a report that was shared at the meeting. Madison provided an update about the highlighted practice of streambank stabilization. This project was a partnership between LFSWCD, NRCS, Trout Unlimited, and Alliance for the Shenandoah Valley. Before and after pictures were shared with the board.

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

- Debbie reviewed key items in her written report.
  - Reminded the board that quarterly reports are due on January 15<sup>th</sup>.
  - Milage rate changed \$0.70/mile and needs board action.

**Motion to approve new milage rate at \$0.70 per mile. Motion made by Mary Gessner, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows.** *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.*

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



We work with the people who work the land.

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

- Updated the board on the new VA procurement act process approved for this year. There will be a training on February 3<sup>rd</sup> for board members and staff. This process does not affect VACS contracts, but impacts board purchases. E-VA is needed for procurement and for contracts or bidding.
- Reminded the staff about signatures on all parts of the contracts.
- Reminded the board about grant agreement requirements: reviewing the Strategic Plan and Annual Plan of Work, annual outreach event, and desktop procedure review are all still pending completion.
- Area 1 Spring Meeting will be on March 25<sup>th</sup> at Willow Warehouse in Buchannon, VA.

**Virginia Cooperative Extension: Robert Clark**

- Not in attendance

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

**Department of Environmental Quality: Sara Jordan**

- Not in attendance.

**Other:**

**Motion to enter Closed Meeting: I move for LFSWCD directors, associate directors and personnel committee members to go into closed meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to discuss personnel related issues. Motion made by Joan Comanor, seconded by Paul Burkholder Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.***

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

**\*Directors entered Closed Meeting.**

**\*Public body reconvened.**

**Motion: Pursuant to the Code of Virginia § 2.2-3712(D), I move to certify that, to the best of each member’s knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Lord Fairfax Soil and Water Conservation District during the Closed Meeting. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at time of vote.***

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



We work with the people who work the land.

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

Personnel committee was ratified in closed session to take staff personnel action.

**Adjournment:**

**MOTION:** to Adjourn. Motion made by Jack Owens, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *\*Emma Bricker, Mark Huddleston, Reid Hoak, and Robert Clark were absent at 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	X		
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						Kermit Gaither	X		
*Robert Clark						Jack Owens	X		

The meeting adjourned at approximately 11:53am.

*Respectfully submitted,*  
*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on: February 13, 2025