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

The May 8, 2025, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
Justin Mackay-Smith
Emma Bricker
Mark Huddleston
Paul Burkholder
Reid Hoak
Jack Owens
Robert Clark
Randy Buckley

Associate Directors

Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS
Kerrigan Bauserman, LFSWCD Intern

LFSWCD Staff Members

Allyson Ponn
Ben Loyd
Nick Livesay
Sarah Fleming
Sabrina Heltzel

Absent Directors or Staff:

James Fagan
Kermit Gaither
Ira Richards
Jason Bushong
Ed Pendleton
Dana Gochenour
Madison Coffey

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



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Chairwoman's Report: Joan Comanor

- Introduction of Kerrigan Bauserman as the LFSWCD Summer Intern,
- Ag Outreach update given by Allyson,
- Regional Envirothon update given by Allyson,
- Lisa Parks will be joining our team on June 2, 2025 as the Program Support Specialist.

MOTION: Board approval of the April 10, 2025, Board of Director meeting minutes, and Education & Information Committee minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and James Fagan 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							Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed her written report.
- A Finance Committee meeting was held on 5/8/2025 at 9:00am prior to the monthly Board of Directors meeting.
 - A review of the Purchasing Policy and Credit Card policy was conducted.
 - The FY26 Proposed Budget was reviewed and will be presented to the Board for approval at the June 12, 2025, meeting.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for April 2025 (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and James Fagan 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							Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Dana was absent from the meeting.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Gave an update on his leadership course.

Conservation Specialist, Madison Coffey:

- Madison was absent from the meeting.



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Conservation Specialist, Sabrina Heltzel

- Reviewed written report.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Gave an update that he received in mail his official Conservation Specialist Certification certificate and letter.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Watershed Heros Program letter of support discussion.

MOTION: to Board approval of Watershed Hero's Program letter of support (as presented by Allyson Ponn during the Board meeting). **Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither and James Fagan 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							Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend that the board approve cost-share increase for SL-6W contract 13-25-0009 instance 593051.

CP-13-25-0008	13-25-0009	593051	Shenandoah	Stream Exclud	SL-6W	High	107	9.66	Y	\$	18,918.12
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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							Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0107 SL-6W

CP-13-25-0047	13-25-0107	653703	Shenandoah	Stream Exclud	SL-6W	High	99	11.83	Y	\$	154,042.50
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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							Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		



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Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0108 SL-6W

CP-13-25-0048	13-25-0108	656484	Clarke	Stream Exclud	SL-6W	Low	96	25.37	Y	\$	273,517.50
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve coservation plan and cost share for contract 13-25-0111 SL-6W

CP-13-25-0051	13-25-0111	656908	Shenandoah	Stream Exclud	SL-6W	Low	89	17.90	Y	\$	262,971.25
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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve proposed changes to the secondary considerations for PY26 and forward to DCR for approval

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Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0109 SL-1

CP-13-25-0049	13-25-0109	656695	Shenandoah	Long Term Veg	SL-1	High	86	28.70	N	\$	5,147.50
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion to recommend that the board approve cost-share increase for SL-6W contract 13-25-0023 instance 614584

CP-13-25-0020	13-25-0023	614584	Shenandoah	Stream Exclud	SL-6W	L	119	28.00	Y	\$	6,600.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0110 SL-6W and SL-6N

CP-13-25-0050	13-25-0110	656815	Clarke	Stream Exclud	SL-6N	L	111	21.74	N	\$	6,595.65
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board cancel contract 13-25-0003 SL-1 and WP-4LC per the participant's request.

CP-NRCS	13-25-0003	590856	2025 CB VACS	SL-1	\$	497.00			
	13-25-0003	642496	2025 CB VACS	WP-4LC	\$	142,829.12			

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion: to recommend the Board approve a tax credit of approximately \$15,000.00 for contract 13-25-0001. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion: to recommend the Board approve an increase in Cost Share funds of approximately \$66,000.00 for contract 13-23-0071. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion: to recommend the Board approve updates to the PY26 Ranking Sheets (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion: to recommend the Board forward the remaining PY23 contracts to DCR for carryover requests as presented at the May 8, 2025 Board meeting. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion: to recommend the Board sign the Voluntary Ag BMP MOU as presented at the May 8, 2025 Board meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion: to recommend the Board delegate authority to the CTC co-chairs for end program year actions needed for cost-share and/or tax credits. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- Jim was absent from the meeting.

Education & Information – Joan Comanor

- Joan will present the Scholarship to the 2025 recipient on Friday May 9, 2025.

Legislative – Paul Burkholder

- Gave an update on the 5/8/2025 committee meeting.
- May 20th VASWCD State Legislative Committee zoom meeting.

Personnel – Joan Comanor

- Staff reviews will take place on May 27, 2025.

Operations – Justin Mackay-Smith

- A review if the Current APOW was made.
- A review of the FY25 Strategic Plan was made.

Motion: The Board approves the APOW for FY26. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion: The Board accepts the review of the FY25 Strategic Plan and approves the updated FY26 Strategic Plan. Motion made by Justin Mackay-Smith, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and James Fagan 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						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Plans to meet with Amanda Kerns to find out more information on a Septic Pump-out Program.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report at this time.

Shenandoah Pure Water Forum – Jack Owens

- Gave a verbal update on happenings.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his handout on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance
 - EOY items/reports due July 15, 2025.
 - LFSWCD will be up for Audit this Fall.
 - Graves Mountain, Employee Association Annual Training August 19 – 21, 2025.

Virginia Cooperative Extension: Robert Clark

- Bobby gave an update on related items.
 - State agent will be at the 6/13 Shenandoah County B.O.S. meeting.
 - Slug research update.

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:

Adjournment:

MOTION: to Adjourn. Motion made by Robert Clark, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Mark Huddleston, and Paul Burkholder 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			
Emma Bricker	X						Reid Hoak	X		
*Mark Huddleston							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

The meeting adjourned at 11:40am.

Respectfully submitted,

Sarah R. Fleming, Board Secretary

Approved by the Board through motion on: June 12, 2025