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

MINUTES

The August 14, 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
James Fagan
Justin Mackay-Smith
Randy Buckley
Jack Owens
Robert Clark
Reid Hoak

Associate Directors

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR

LFSWCD Staff Members

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

Absent Directors or Staff:

Paul Burkholder
Emma Bricker
Mark Huddleston
Ed Pendelton
Stephanie Shillingburg
Jason Bushong

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



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MOTION: Board approval of the July 10, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, 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			
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- Reminder to Elected Directors that COIA training is to be completed by 12/30/2025.
- Each Fiscal Year Associate Directors must be re-appointed if they so desire. Jason, Ed and Stephanie responded that they wish to continue their Associate Director roles with the District.

MOTION: Board approval of re-appointment of Jason Bushong, Edward Pendelton and Stephanie Shillingburg as LFSWCD Associate Directors. Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, 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			
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		

- The Annual Report will be sent out soon by Allyson.
- Thanked Paul and Reid for their help and meeting with the City of Winchester to prompt continued funding.
- TMDL discussion/updates.
- Upcoming Farm to Table dinner event discussion.

Treasurer & Finance Report: Stephanie Shillingburg

- REMINDER: There will be a Finance Committee meeting held on 9/11/2025 at 9:30am prior to the Board of Directors meeting.

MOTION: to Accept and file for audit the Treasurer's Report/Documents for July 2025 (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 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			
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Education and Conservation Specialist, Allyson Ponn:

- Allyson reviewed her written report.
- Lots of exciting upcoming events and happenings.

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- Gave update on ASA complaint.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Forestry "Field Trip" discussion

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Lots of BMP interest and current BMP work happening.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of BMP field visits (5 in one day / 13 in one week).

Conservation Specialist - vacant

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend the board approve all tax credits listed below:

CP-13-25-0020	13-25-0023	614585	Shen./Extension of a Grazing Sy	SL-7	\$	439.32
CP-13-25-0009	13-25-0011	593146	Clarke/Stream Exclusion with Gr	SL-6W	\$	2,071.50
CP-13-25-0018	13-25-0022	613894	Shen./Long Term Veg. Cover of	SL-1	\$	6,881.32
CP-13-25-0018	13-25-0022	613987	Shen./Long Term Veg. Cover of	SL-1	\$	1,011.96
CP-13-25-0018	13-25-0022	613994	Shen./Long Term Veg. Cover of	SL-1	\$	4,250.23
CP-13-25-0043	13-25-0103	650626	Shen./Long Term Veg. Cover of	SL-1	\$	118.33

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, Paul Burkholder, 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			
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							Kermit Gaither	X		
Robert Clark	X						Jack Owens	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-26-0004 WP-4SF.

CP-13-26-0008	13-26-0004	662312	Shenandoah	Seasonal Feeding	WP-4SF	High	121	21.96	N	\$	193,686.90
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to recommend the board approve cost share for contract 13-26-0006 CCI-SL-6W.

N/A	13-26-0006	662667	Shenandoah	Stream Exclusion	CCI-SL-6W	High	109	26.77	N	\$	5,412.50
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to recommend the board approve conservation plan and cost share for contract 13-26-0005 WP-4LL.

CP-13-25-0053	13-26-0005	662313	Shenandoah	Loafing Lot Management	WP-4LL	High	115	9.44	N	\$	242,484.00
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to recommend the board approve conservation plan and cost share for contract 13-26-0010 FR-1.

CP-13-26-0007	13-26-0010	666610	Shenandoah	Afforestation of	FR-1	High		33.61	N	\$	42,572.63
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to recommend the board approve conservation plan and cost share for contract 13-26-0012 SL-8B.

N/A	13-26-0012	670491	Shenandoah	Small Grain and	SL-8B	High	99	13.32	Y	\$	6,439.20
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to recommend the board approve conservation plan and cost share for contract 13-26-0012 SL-1.

CP-13-25-0004	13-26-0012	670303	Shenandoah	Long Term Vegetation	SL-1	High	83	28.76	N	\$	5,463.45
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to recommend the board approve conservation plan and cost share for contract 13-26-0002 SL-1.

CP-13-26-0002	13-26-0002	660824	Clarke	Long Term Vegetation	SL-1	Medium	83	39.21	N	\$	38,700.00
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to recommend the board approve conservation plan and cost share for contract 13-26-0011 SL-1.

CP-13-23-0015	13-26-0011	669114	Clarke	Long Term Vegetation	SL-1	Medium	55	38.86	N	\$	16,614.00
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to recommend the board approve conservation plan and cost share for contract 13-26-0007 SL-6W and SL-7.

CP-13-26-0004	13-26-0007	662866	Clarke	Stream Exclusion	SL-6W	Low	113	29.59	Y	\$	69,562.00
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CP-13-26-0004	13-26-0007	662871	Clarke	Extension of	SL-7	Low	111	44.74	N	\$	87,287.20
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to recommend the board approve conservation plan and cost share for contract 13-26-0003 SL-6W.

CP-13-26-0003	13-26-0003	661293	Clarke	Stream Exclusion	SL-6W	Low	92	32.98	Y	\$	300,000.00
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to recommend the board approve conservation plan and cost share for contract 13-26-0001 SL-7.

CP-13-26-0001	13-26-0001	659879	Clarke	Extension of	SL-7	Low	77	44.61	N	\$	66,248.60
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to recommend the board approve conservation plan and cost share for contract 13-26-0009 SL-1.

CP-13-26-0006	13-26-0009	664068	Clarke	Long Term Vegetation	SL-1	Low	69	44.20	N	\$	20,590.00
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to recommend the board approve conservation plan and cost share for contract 13-26-0008 WP-2A.

CP-13-26-0005	13-26-0008	663300	Warren	Streambank Stabilization	WP-2A	Low	46	39.93	N	\$	267,300.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, Paul Burkholder, 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			
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							Kermit Gaither	X		
Robert Clark	X						Jack Owens	X		



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Motion to recommend the board approve transfer of 2026 funds to contract 13-24-0014 FR-1 for Extreme Act of Nature.

CP-13-24-0009	13-24-0014	584633	Frederick	Afforestation of	FR-1					\$	7,177.50
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, Paul Burkholder, 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			
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							Kermit Gaither	X		
Robert Clark	X						Jack Owens	X		

Motion to recommend the board approve cost share increase for contract 13-25-0022 SL-1s (3 instances)

	13-25-0022	613894	Shen./Long Term Veg. Cover of	SL-1						\$	3,653.36
	13-25-0022	613987	Shen./Long Term Veg. Cover of	SL-1						\$	537.26
	13-25-0022	613994	Shen./Long Term Veg. Cover of	SL-1						\$	2,256.48

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, Paul Burkholder, 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			
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							Kermit Gaither	X		
Robert Clark	X						Jack Owens	X		

Motion to recommend the board send contract 13-26-001 CL-3 to the VCAP Steering Committee.

	13-26-001	Shenandoah	CL-3	\$	2,219.20						
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Emma*

Bricker, Paul Burkholder, 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			
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							Kermit Gaither	X		
Robert Clark	X						Jack Owens	X		



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MOTION: to recommend the board approve Equipment Tax Credit eligibility documents for Wightman. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder, 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			
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		

MOTION: to recommend the board approve the Participation Agreement-Resource Concerns for Animal Waste Structures document (as provided in the Board Packet). Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder, 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			
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- No new activity to report.

Education & Information – Joan Comanor

- Allyson will be sending out Award request/nomination information for the annual luncheon.
- There will be an Ed & Info committee meeting after the September 11th Board meeting.

Legislative – Paul Burkholder

- Reid gave an update on the City of Winchester meeting. He thanked Allyson, Dana, and Nick for their participation in the meeting.

Personnel – Joan Comanor

- Currently receiving resume's for the Conservation Specialist vacancy.
- Requested the Committee to review/participate in a survey on Employee/childcare needs issued by the Shenandoah County Tourism Office.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No new items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum – Jack Owens

- No new items to report.

Justin Mackay-Smith and Randy Buckley departed from the meeting at 11:30am



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Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed the FY25 Cost Share and Operations Assessments for the District.
 - The District received a grade of "A" in all categories.
- Debbie reviewed her written report, highlighting items of varied importance

Virginia Cooperative Extension: Robert Clark

- Bobby gave an update on related items.

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 Reid Hoak. Motion Passed. Voting Ballot is as follows.

**Emma Bricker, Paul Burkholder, Mark Huddleston, Justin Mackay-Smith, and Randy Buckley were absent at the time of vote.*

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

The meeting adjourned at approximately 11:40am.

Respectfully submitted,

Sarah R. Fleming,

Board Secretary

Approved by the Board through motion on: September 11, 2025