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722-B East Queen Street  
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## MINUTES

The March 13, 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  
Kermit Gaither  
Jack Owens  
Robert Clark

### Associate Directors

Stephanie Shillingburg

### Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR  
Brent Barriteau, NRCS

### LFSWCD Staff Members

Dana Gochenour  
Madison Coffey  
Ben Loyd  
Nick Livesay  
Allyson Ponn  
Sarah Fleming  
Sabrina Heltzel

### Absent Directors or Staff:

James Fagan  
Randy Buckley  
Ira Richards  
Jason Bushong  
Ed Pendleton

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

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**Chairwoman’s Report: Joan Comanor**

- Chair report was reviewed.
- Discussion of State funding. CDC sees no issues or funding changes for FY26.
- At the Chair’s request Allyson gave an update on the following:
  - Ag Business Conference
  - Local Envirothon
  - Community Outreach Event
- Chair shared two newspaper articles of interest.

**MOTION:** Board approval of the February 13, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*James Fagan and Randy Buckley were absent at time of vote.

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

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.
- Please submit FY26 Budget requests to Sarah by 4/8/2025.
- A Finance committee meeting will be held on 5/8/2025 at 9:00am prior to the Monthly Board of Directors meeting.
- We plan to present the proposed budget at the June 12, 2025 Board meeting.

**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents for January 2025 and February 2025 (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. \*James Fagan and Randy Buckley were absent at time of vote.

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

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

- Reviewed her written report.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.
- Busy season.
- Gave OAG/suit update at Chair’s request.



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**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Gave update on Ag Tillage Conference.
- Lots of Trainings and visits.

**Conservation Specialist, Madison Coffey:**

- Reviewed her written report.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.

**Conservation Specialist, Ben Loyd**

- Reviewed written report.

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

- Reviewed written report.
  - Gearing up for busy educational season.

**Committee Updates:**

**Conservation Technical - Mary Gessner**

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0093 SL-6W and SL-7

CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclud	SL-6W	High	102	12.26	Y	\$	497,685.00
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Wa	SL-7	High	100	31.93	N	\$	27,822.30

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*James Fagan and Randy Buckley were absent at time of vote.

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0102 FR-1

CP-13-25-0042	13-25-0102	650581	Shenandoah	Afforestation of	FR-1	High	72	24.91	N	\$	6,063.00
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**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*James Fagan and Randy Buckley were absent at time of vote.

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



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Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0101 SL-6W and SL-7

CP-13-25-0041	13-25-0101	649863	Frederick	Extension of Wa	SL-7	Low	94	43.20	N	\$	57,134.00
CP-13-25-0041	13-25-0101	649856	Frederick	Stream Exclusion	SL-6W	Low	90	14.33	Y	\$	85,341.88

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*James Fagan and Randy Buckley were absent at time of vote.

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

Motion to recommend that the board approve cost share increase for contract 13-24-0097 SL-6W

	13-24-0097	586252	Clarke/Stream Exclusion with a	SL-6W					Y	\$	24,350.00

**Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*James Fagan and Randy Buckley were absent at time of vote.

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

**Motion to recommend the board approve Conservation plan # CP-13-25-0043, Contract # 13-25-0103, Instance # 650626 with Cost Share of \$7,100.00 as presented to the Board on 3/13/2025. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows.** \*James Fagan and Randy Buckley were absent at time of vote.

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



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**Motion to recommend the board approve sending of VCAP contract 13-25-007 project application to the state steering committee for review as presented to the Board on 3/13/2025. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*James Fagan and Randy Buckley were absent at time of vote.**

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

- Discussion on Staff suggestions for sending a letter to DCR with questions and concerns.
  - the board was supportive of the staff's efforts to improve the efficiency of their planning and administrative processes and agreed that unity amongst districts' efforts would be beneficial for a discussion with DCR.

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

- No items reported.

**Education & Information – Joan Comanor**

- Allyson reported that the applications have launched for both the YCC and District Scholarships.

**Legislative – Paul Burkholder**

- Paul participated in a Legislative Breakfast held by the Shenandoah County Chamber of Commerce.
- Kermit visited the General Assembly.

**Personnel – Joan Comanor**

- The committee will meet immediately following the March Board of Directors meeting.

**Operations – Justin Mackay-Smith**

- Requested Committee Chairs to review APOW and Strategic Plan and send updates to Allyson to edit for presentation at the May meeting.
- A committee meeting was held prior to the Board. Minutes will be provided at the April 2025 Board meeting for acceptance.

**Local Agency Updates:**

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

- Nothing to report at this time.

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

- Nothing to report at this time.

**Shenandoah Pure Water Forum – Jack Owens**

- A new website is in the works.

**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



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**Virginia Cooperative Extension: Robert Clark**

- No items to report.

**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. \*James Fagan and Randy Buckley were absent at time of vote.

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Joan Comanor	X					*Randy Buckley			
Mary Gessner	X					Justin Mackay-Smith	X		
*James Fagan						Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
Robert Clark	X					Jack Owens	X		

The meeting adjourned at 11:48am.

*Respectfully submitted,*  
*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on: April 10,2025