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

The April 11, 2024, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center Room; located at 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
Kermit Gaither
Reid Hoak
Paul Burkholder
Mark Huddleston
Emma Bricker

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Sam Shelton
Allyson Ponn
Ben Loyd
Sabrina Heltzel

Absent Directors or Staff:

Corey Childs
Ira Richards
Jason Bushong
Madison Coffey

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

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



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MOTION: Board approval of the March 2024 minutes. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Gave her condolences on the loss of Richard Hoover and Mary Nagelvoort.
- Requested an Envirothon update which was given by Allyson Ponn. Top 3 Teams were from Massanutten Regional Governor School. They will advance to Regionals.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- Discussed Audit Management Letter and steps taken in moving forward forward.
- There will be a Finance Committee meeting held prior to the Board on June 13, 2024 at 9:30am to Finalize the FY25 Proposed Budget.
- IT Management Discussion. As it is time for contract renewal with our current provider we have gathered quotes and had discussions with possible new providers. By changing providers we will be lowering monthly expenses while getting what we feel will be better overall service.

MOTION: Board grants delegated authority to Chairwoman Comanor for decisions necessary in moving forward with IT Management process. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

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 Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Spring has started and is a busy season for her and all staff. Lots happening both in the field and office. She and Nick have their Certification Renewal scheduled for the 23rd & 24th.

Senior Conservation Specialist, Nick Livesay:

- Several projects approved in conjunction with NRCS “Piggybacks”.
- Spoke at Virginia Naturalists Work Session w/ Sabrina. Very nice session.
- Discussion of “Destruction of BMP resulting in Cost Share Repayment”.

Conservation Specialist, Madison Coffey:

- On leave.

Conservation Specialist, Sabrina Heltzel

- Scheduled for final step of Conservation Specialist Certification process on the 23rd & 24th.

Conservation Specialist, Ben Loyd

- Received approval on his 1st Variance package.
- Has one more RUSLE training before he can schedule his on-site portion for Conservation Specialist Certification.

Conservation Technical Assistant, Sam Shelton

- Also, scheduled for final step of Conservation Specialist Certification process on the 23rd & 24th.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Thanked everyone for their help with the local Envirothon.
- Our Outreach Event/Farmers Breakfast will be held on June 7, 2024, starting at 6:30am. Strasburg Community Center Room, 726 East Queen St., Strasburg, VA.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

- Mary Reviewed the CTC Report.
- It has been decided that we will no longer sell Geotextile. We have spoken with the Rockingham Cooperative in Strasburg, and they have agreed to start offering the appropriate grade fabric for our project specs. It will be sold by the linear foot.
- Motions are as follows:



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MOTION: Board approval of contract 13-24-0083 instances 584933 estimated CS of \$300,657.73 and 584926 estimated CS of \$44,820.14 and their associated conservation plans as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval of increase in funds in the amount of \$10,665.00 for contract 13-24-0019 instance 574207 as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval of tax credit increase for contract 13-23-0039 instance 519987 as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

MOTION: Board approval to forward TAC suggestions to DCR for consideration as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Corey Childs was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Corey Childs				Jack Owens	X		



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MOTION: to recommend that the board approve the remaining items as listed in the April 4, 2024, CTC minutes and presented in the Board packet.

- contract # 13-24-0098, instances 586287, estimated CS \$23,645.00 & 586289, estimated CS \$19,540.40 and associated conservation plan(s),
- a \$53,613.70 increase in cost-share funds for contract #13-24-0070, instance # 582217,
- contract # 13-24-0092, instance 585601 estimated CS \$71,543.25 and associated conservation plan,
- contract # 13-24-0095, instance 586199 estimated CS \$19,612.50,
- contract # 13-24-0093, instances 586067 estimated CS \$83,375.00, 586157 estimated CS \$38,587.55, 586068, estimated CS \$27,361.50 and associated conservation plan(s),
- contract # 13-24-0096, instance 586206 estimated CS \$259,833.77 and associated conservation plan,
- contract # 13-24-0097 instances 586255 estimated CS \$4,863.50 & 586252 estimated CS \$68,888.50 and associated conservation plan(s),
- contract # 13-24-0091, instance 585542 estimated CS \$5,176.88 & 585541 estimated CS \$779.00 and associated conservation plan(s),
- contract # 13-24-0094, instance 586159 estimated CS \$102,442.50 and associated conservation plan.

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

**Corey Childs was 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

MOTION: Board approval of contract 13-24-0099 instance 5586509 estimated CS \$69,868.91 as presented by Sabrina Heltzel at the 4/11/2024 Board meeting. **Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.** **Corey Childs was 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

- Prior to the above approvals: the Staff members are managing \$9.8 million in current projects. This number does not include completed projects.
- We are at approx. 84% obligated of the current allocated funds of \$5.5million for FY24.

Dam Safety & Conservation Easements - Jim Fagan

- Committee meeting will be held on April 11, 2024, following the monthly Board.



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Education & Information – Joan Comanor

- Reviewed written report.
- The committee will meet following the April 11, 2024, Board meeting.

Legislative – Paul Burkholder

- The committee met at 9:00am prior to the April 11, 2024, Board meeting.
- Reviewed Legislative update doc from Board Packet.

Personnel – Joan Comanor

- Will be working with Dana to schedule End of Year Personnel Reviews.
- There will be a Committee meeting following the May 9, 2024, Board Meeting to finalize potential policy changes.

Operations – Justin Mackay-Smith

- The committee will meet at 9:00am prior to the May 9, 2024, Board meeting.
- Will review the Strategic Plan and the updated Annual Plan of work.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Paul Burkholder

- Nothing to report.
- Mary Gessner will be representing LFSWCD at NSVRC in the future.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum – Mary Gessner

- Nothing to add to the written report.
- Jack Owens will be representing LFSWCD at SPWF in the future.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave a presentation on some of the projects NRCS has to offer.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Highlighted important upcoming training and meeting dates.
- Will be working with Dana on random verifications in July.
- Reminded the importance of required Signatures on all documents (Part 1,2 &3, Conservation Plans, Carry-Over Part II).

Virginia Cooperative Extension: Corey Childs

- No representative in attendance.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.



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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 Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Corey Childs was 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

The meeting adjourned at approximately 11:57am.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: 5/9/2024