



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

MINUTES

The December 12, 2024, 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
Justin Mackay-Smith
Reid Hoak
Mark Huddleston
Randy Buckley
Kermit Gaither
Jack Owens

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brian Brezinski, NRCS
Robert Clark, VA Cooperative Extension

LFSWCD Staff Members

Dana Gochenour
Sarah Fleming
Sam Shelton
Madison Coffey
Sabrina Heltzel
Ben Loyd
Nick Livesay

Absent Directors or Staff:

Emma Bricker
Paul Burkholder
Mary Gessner
Ira Richards
Jason Bushong
Allyson Ponn

LFSWCD Board Vice-Chair James Fagan called the meeting to order at 10:00 am.



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MOTION: Board approval of the November 14, 2024, Board of Director meeting minutes. Motion made by Mark Huddleston, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Chairwoman’s Report: Joan Comanor

- Due to our Chairwoman being under the weather the meeting was led by Vice Chair James Fagan.
- Chair report was reviewed.
- Annual Meeting update.
- Jim presented Tyler and Lemuel with their Annual Awards Certificate at the Shenandoah County B.O.S. meeting.
- On behalf of Chairwoman Comanor Jim Fagan presented the Nomination/Election of Board of Director Officers and the 2025 Board of Directors meeting schedule.

MOTION: Board approval of the 2025 Board meeting calendar of which meetings will take place on the 2nd Thursday of each Month at 10:00am, and the 2025 nominations/election/appointments of office for Board Chair: Joan Comanor, Board Vice-Chair: James Fagan; Board Secretary: Sarah Fleming and Board Treasurer: Stephanie Shillingburg, FOIA Officer: Allyson Ponn, and Record Retention Officer: Sarah Fleming. Motion made by Kermit Gaither, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

MOTION: Board approval to delegate authority to the Board Chair and/or CTC Chair to authorize any mandatory action between now (12/12/2024) and the next Board of Directors meeting (1/9/2025). Motion made by Randy Buckley, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.



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MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Reminder of upcoming Budget/Funding Request deadlines.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Gave thanks to staff for help during leave.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Gave a brief explanation of happenings at the Floodplain Septic Ordinance meeting she attended with Joan in Shenandoah County.
- Announced she will be taking maternity leave in summer 2025 and was roundly congratulated.

Conservation Specialist, Ben Loyd

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

Conservation Technical Assistant, Sam Shelton

- Reviewed written report.

Education and Program Support Specialist, Allyson Ponn:

- Allyson was absent due to speaking at an Ag Seminar being held at Laurel Ridge Community College.

Committee Updates:

Conservation Technical - Mary Gessner

- In Mary’s absence Justin Mackay-Smith reviewed the CTC Report. Motions are as follows:



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Motion to recommend that the board approve all tax credits as listed below and their associated conservation plans.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-24-0027	13-24-0075	583339	Shen./Stream Exclusion with Gr	SL-6W	\$ 1,457.24
CP-13-24-0028	13-24-0077	583583	Shen./Cropland Conversion to H	SL-1	\$ 120.35
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
CP-13-25-0004	13-25-0002		Shen./ Cropland Conversion	SL-1	\$ 572.13

Motion made by Justin Mackay-Smith, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
*Mary Gessner				Justin Mackay-Smith	X		
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				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	13-25-0079	647207	Shenandoah	Harvestable Co	SL-8H	High	118	28.68	N \$ 3,503.40
N/A	13-25-0086	647278	Shenandoah	Harvestable Co	SL-8H	High	109	34.61	N \$ 1,178.60
N/A	13-25-0055	646547	Shenandoah	Harvestable Co	SL-8H	High	107	28.78	N \$ 3,564.00
N/A	13-25-0078	647191	Shenandoah	Harvestable Co	SL-8H	High	107	29.79	N \$ 2,071.60
N/A	13-25-0082	647240	Shenandoah	Harvestable Co	SL-8H	High	105	28.82	N \$ 5,080.20
N/A	13-25-0021	647153	Shenandoah	Harvestable Co	SL-8H	High	104	37.61	N \$ 1,179.60
N/A	13-25-0087	647284	Shenandoah	Harvestable Co	SL-8H	High	103	27.69	N \$ 5,767.80
N/A	13-25-0074	647156	Frederick	Harvestable Co	SL-8H	High	103	38.49	N \$ 500.00
N/A	13-25-0035	647203	Shenandoah	Harvestable Co	SL-8H	High	103	40.47	N \$ 240.00
N/A	13-25-0085	647256	Shenandoah	Harvestable Co	SL-8H	High	100	30.99	N \$ 2,550.60
N/A	13-25-0084	647252	Shenandoah	Harvestable Co	SL-8H	High	98	32.09	N \$ 1,293.60
N/A	13-25-0064	646725	Shenandoah	Harvestable Co	SL-8H	High	96	29.83	N \$ 4,331.60
N/A	13-25-0054	646515	Shenandoah	Harvestable Co	SL-8H	High	96	36.53	N \$ 796.20
N/A	13-25-0048	646464	Shenandoah	Harvestable Co	SL-8H	High	95	38.55	N \$ 1,108.80
N/A	13-25-0031	643183	Shenandoah	Harvestable Co	SL-8H	High	94	29.32	N \$ 2,078.00
N/A	13-25-0019	646496	Shenandoah	Harvestable Co	SL-8H	High	92	34.93	N \$ 1,031.40
N/A	13-25-0083	647250	Shenandoah	Harvestable Co	SL-8H	High	92	36.86	N \$ 1,105.40
N/A	13-25-0052	646501	Shenandoah	Harvestable Co	SL-8H	High	92	39.56	N \$ 532.60
N/A	13-25-0060	646582	Shenandoah	Harvestable Co	SL-8H	High	91	41.56	N \$ 90.00
N/A	13-25-0049	646485	Shenandoah	Harvestable Co	SL-8H	High	90	35.59	N \$ 869.20
N/A	13-25-0075	647262	Frederick	Harvestable Co	SL-8H	High	89	38.65	N \$ 564.60
N/A	13-25-0068	646794	Shenandoah	Harvestable Co	SL-8H	High	89	42.71	N \$ 134.80
N/A	13-25-0065	646741	Shenandoah	Harvestable Co	SL-8H	High	87	41.06	N \$ 366.60
N/A	13-25-0067	646862	Frederick	Harvestable Co	SL-8H	Medium	102	32.77	N \$ 1,406.80
N/A	13-25-0069	646812	Shenandoah	Harvestable Co	SL-8H	Medium	97	32.83	N \$ 1,899.40
N/A	13-25-0063	646723	Shenandoah	Harvestable Co	SL-8H	Medium	95	33.07	N \$ 1,930.00
N/A	13-25-0062	646722	Clarke	Harvestable Co	SL-8H	Medium	93	33.50	N \$ 1,300.00
N/A	13-25-0047	646460	Clarke	Harvestable Co	SL-8H	Medium	91	29.57	N \$ 2,500.00
N/A	13-25-0059	646572	Frederick	Harvestable Co	SL-8H	Medium	88	32.96	N \$ 1,430.80
N/A	13-25-0051	646541	Clarke	Harvestable Co	SL-8H	Medium	82	43.48	N \$ 521.20
N/A	13-25-0066	646789	Frederick	Harvestable Co	SL-8H	Medium	79	38.29	N \$ 1,000.00
N/A	13-25-0070	646853	Clarke	Harvestable Co	SL-8H	Medium	77	30.51	N \$ 24,963.00
N/A	13-25-0058	646569	Clarke	Harvestable Co	SL-8H	Medium	75	39.42	N \$ 811.40
N/A	13-25-0077	647188	Clarke	Harvestable Co	SL-8H	Low	100	36.41	N \$ 2,876.60
N/A	13-25-0057	646568	Clarke	Harvestable Co	SL-8H	Low	87	46.80	N \$ 308.00
N/A	13-25-0081	647237	Clarke	Harvestable Co	SL-8H	Low	86	35.62	N \$ 7,497.00

Motion made by Justin Mackay-Smith, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.



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

Motion to recommend that the board approve all SL-8B and SL-8M 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	13-25-0035	647204	Shenandoah	Small Grain and	SL-8B	High	114	25.09	Y	\$	1,400.70
N/A	13-25-0082	647244	Shenandoah	Small Grain and	SL-8M	High	113	22.45	N	\$	2,745.00
N/A	13-25-0073	647141	Frederick	Small Grain and	SL-8B	High	112	19.85	Y	\$	3,360.00
N/A	13-25-0053	646504	Shenandoah	Small Grain and	SL-8B	High	112	23.50	Y	\$	2,111.90
N/A	13-25-0050	647090	Shenandoah	Small Grain and	SL-8B	High	110	21.22	Y	\$	3,187.20
N/A	13-25-0054	646520	Shenandoah	Small Grain and	SL-8B	High	109	15.24	Y	\$	5,437.00
N/A	13-25-0074	647159	Frederick	Small Grain and	SL-8B	High	109	20.96	Y	\$	1,980.00
N/A	13-25-0078	647195	Shenandoah	Small Grain and	SL-8B	High	108	25.16	Y	\$	1,419.60
N/A	13-25-0038	643565	Shenandoah	Small Grain and	SL-8B	High	101	10.46	Y	\$	7,641.90
N/A	13-25-0006	646513	Shenandoah	Small Grain and	SL-8B	High	101	12.94	Y	\$	5,390.00
N/A	13-25-0085	647261	Shenandoah	Small Grain and	SL-8B	High	100	14.64	Y	\$	638.40
N/A	13-25-0080	647217	Shenandoah	Small Grain and	SL-8B	High	98	9.72	Y	\$	44,729.10
N/A	13-25-0060	646578	Shenandoah	Small Grain and	SL-8B	High	98	21.71	Y	\$	1,644.30
N/A	13-25-0019	646752	Shenandoah	Small Grain and	SL-8B	High	97	20.88	Y	\$	2,330.30
N/A	13-25-0068	646795	Shenandoah	Small Grain and	SL-8B	High	96	25.24	Y	\$	819.90
N/A	13-25-0082	647243	Shenandoah	Small Grain and	SL-8B	High	95	9.63	Y	\$	15,215.40
N/A	13-25-0064	646724	Shenandoah	Small Grain and	SL-8B	High	94	26.15	Y	\$	560.00
N/A	13-25-0056	646549	Shenandoah	Small Grain and	SL-8B	High	90	25.54	Y	\$	843.50
N/A	13-25-0087	647280	Frederick	Small Grain and	SL-8B	Medium	106	13.46	Y	\$	6,156.00
N/A	13-25-0049	646482	Shenandoah	Small Grain and	SL-8B	Medium	105	22.17	Y	\$	3,495.80
N/A	13-25-0058	646570	Clarke	Small Grain and	SL-8B	Medium	82	24.29	Y	\$	2,158.80
N/A	13-25-0066	646786	Frederick	Small Grain and	SL-8B	Medium	76	22.64	Y	\$	2,984.80
N/A	13-25-0077	647190	Clarke	Small Grain and	SL-8B	Low	102	21.27	Y	\$	5,386.50
N/A	13-25-0047	646456	Clarke	Small Grain and	SL-8B	Low	90	18.13	Y	\$	6,300.00
N/A	13-25-0069	646825	Shenandoah	Small Grain and	SL-8B	Low	82	23.74	Y	\$	3,259.00
N/A	13-25-0051	646500	Clarke	Small Grain and	SL-8B	Low	77	31.80	Y	\$	3,727.80
N/A	13-25-0070	646833	Clarke	Small Grain and	SL-8B	Low	72	15.99	Y	\$	71,889.30

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve the cost share for 13-25-0046 CCI SL-6W

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	13-25-0046	646328	Shenandoah Stream Exclusi	CCI-SL-6W	High	141	23.66	N	\$ 10,466.25

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve the conservation plan and cost share for 13-25-0071 SL-6W

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0028	13-25-0071	646918	Shenandoah Stream Exclusi	SL-6W	High	111	8.43	Y	\$ 157,191.25

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve cost share for 13-25-0088 CCI SL-6W

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	13-25-0088	647392	Shenandoah Stream Exclusi	CCI-SL-6W	High	108	24.90	N	\$ 2,708.75

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve cost share for 13-25-0072 CCI SL-6W

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	13-25-0072	646920	Shenandoah Stream Exclud	CCI-SL-6W	High	108	28.40	N	\$ 4,097.50

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve sending 13-25-0061 SL-6W to the DCR Variance Committee for review.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0029	13-25-0061	646672	Shenandoah Stream Exclud	SL-6W	High	101	16.60	Y	\$ 367,651.25

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve Conservation plan and cost share for 13-25-0035 SL-1

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0027	13-25-0035	646648	Shenandoah Long Term Veg	SL-1	High	86	31.09	N	\$ 15,953.00

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve conservation plan and cost share for 13-25-0076 SL-6W

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0024	13-25-0076	647225	Frederick Stream Excl	SL-6W	Medium	42	14.21	Y	\$ 41,810.61

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve conservation plan and cost share for 13-25-0023 FR-3

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0020	13-25-0023	614586	Shenandoah Riparian Forest	FR-3	Low	86	28.50	Y	\$ 8,988.30

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board approve increase cost share for 13-25-0002 SL-1

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-25-0004	13-25-0002	590058	Shenandoah Cropland Conve	SL-1	High			N	\$ 164.10

Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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



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Motion to recommend that the board approve extending the cover crop planting deadlines per VACS guidelines due to the documented drought information for all cover crop practices including the SL-8B practice. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Motion to recommend that the board delegate authority to the CTC chairs and the board chair for end of year tax credit and cost share actions needed. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Dam Safety & Conservation Easements - Jim Fagan

- Dana gave a verbal report of the latest Dam Owners meeting and happenings.

Motion to recommend that the board delegate authority to the DAM Safety Chair and/or Board Chair to sign Dam Repair Agreement “Engineering Task Order Contract” once available. Motion made by James Fagan, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

Education & Information – Joan Comanor

- The committee will meet January 9th immediately following the Board of Directors meeting.

Legislative – Paul Burkholder

- In Paul’s absence Reid gave an update on Legislative happenings.

Personnel – Joan Comanor

- The committee meeting scheduled AFTER the December 12th Board of Directors meeting has been cancelled due to illness.
 - Rescheduled for 8:30am 1/9/2024. Will take place in the office conference room.
- Joan requested Dana work with Staff for possible dates in January for mid-year personnel reviews.



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Motion to recommend that the board delegate authority to Personnel Committee Chair to address any needed personnel related items prior to the next meeting. Motion made by Joan Comanor, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.*

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

Operations – Justin Mackay-Smith

- No new activity.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Absent.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Next meeting will be December 18th.

Shenandoah Pure Water Forum – Jack Owens

- Jack gave an update on the latest meeting.

Alliance for the Shenandoah Valley – Joan Comanor

- Joan has termed out of being on the Alliance Board after 6 years of service. However, she will stay on as a committee member.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- In Brent’s absence, Brian shared a handout and gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Highlighted training dates & other important due dates.
 - Annual IT Security Training for Staff.
 - Director FOIA Training.

Virginia Cooperative Extension: Vacant.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan



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- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Paul Burkholder, and Mary Gessner were absent at time of vote.

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

The meeting adjourned at approximately 10:58am.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: January 9, 2025.