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

The May 9, 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
Reid Hoak
Paul Burkholder
Mark Huddleston
Emma Bricker

Associate Directors

Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Nick Livesay
Sarah Fleming
Sam Shelton
Allyson Ponn
Sabrina Heltzel

Absent Directors or Staff:

Corey Childs
Kermit Gaither
Ed Pendleton
Ira Richards
Jason Bushong
Madison Coffey
Dana Gochenour
Ben Loyd

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:04 am.



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

MOTION: Board approval of the April 11, 2024, Personnel, Education and Information, Legislative, and Dam Safety and Easement Committee meeting minutes as presented in the Board Packet along with the May 9, 2024, Operations Committee meeting minutes as presented to the Board on this date. Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Shared an article from the May 2024 Chesapeake Bay Journal by Karl Blankenship & Jeremy Cox; titled: Restoration leaders, advocates divided on best path forward.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee meeting originally scheduled for June 13, 2024 at 9:30am will be moved to July 11, 2024 at 9:30am.

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



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Gave a brief update on Administrative Professional Day Conference attended at Laurel Ridge Community College.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Absent from meeting.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.

Conservation Specialist, Madison Coffey:

- On leave.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Discussion on 1st ever increase to a Variance request.

Conservation Specialist, Ben Loyd

- Absent from meeting.

Conservation Technical Assistant, Sam Shelton

- Shared that he is almost done with his first VCAP project.
- Reviewed written report.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Gave an update on the Area/Regional Envirothon. LFSWCD's Local Envirothon winners from MRGS placed 2nd and will advance to the State Envirothon held the weekend of May 18th.
- Gave an update on Scholarship recipients. LFSWCD gave scholarship funds to 2 area Seniors.
- Youth Camp Scholarship update.

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 13-24-0068; instances 587149, 587147, 587154, 587116 and associated conservation plan. Cost share amounts requested are: \$5053.13, \$15159.38, \$16996.88, and \$5053.13. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: Board approval of contract 13-24-0013 instance 587161. Cost share amount requested is \$2472.50. Motion made by Paul Burkholder, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: Board approval of an increase in tax credit to the amount of \$25,000.00 for contract # 13-22-0018 instance 460551. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

MOTION: Board approval of increases in cost share by \$1400.31, \$1400.31, and \$3967.55 for instances 504088, 504324, and 504325 for contract 13-23-0009. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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MOTION: Board approval of an equipment tax credit for Ed & Charles Garber, as well as the associated conservation plan and nutrient management plan. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed.

Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

MOTION: Board approval to forward the LFSWCD PY25 secondary considerations and submit to DCR. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

MOTION: Board approval to forward variance increase request to DCR on contract 13-22-0007, ID: 439947 WP-4LL.

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

MOTION: Board delegates authority to CTC Chairs to authorize any adjustments to the PY23 August Cost List for components not listed in PY23 August Cost List per contingency clause. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		



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MOTION: Board approval to request DCR's Variance Committee to evaluate and approve an increase for any eligible justifiable expenses for contract 13-24-0046, instances 520025 and 520030. **Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.** **Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

MOTION: Board approval of increases for contract 13-24-0046, total amount \$12,124.62.

- instance 520025 for \$1,201.62 for additional rock breaking
- instance 520030 for \$10,923.00 for additional rock breaking, well drilling, fence charger and 175' of division fence.

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

MOTION: Board approval to submit VCAP contract 13-24-005 with funding costs of \$6,200.00 to the State Committee for review. **Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.** **Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

MOTION: Board approval of a tax credit for contract: 13-23-0068, ID: 523371 for \$174.43 and contract: 13-24-0081, ID: 583894 for \$1,501.81. **Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.** **Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		



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MOTION: Board approval of contract: 13-24-0102, ID: 587310 SL-6W, cost share funds of \$69,359.25. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- DAM Owners meeting to be held virtually on May 15th. If you would like more information, please reach out to him.

Education & Information – Joan Comanor

- Scholarships will be presented at the recipient’s school’s Senior Awards Ceremonies on May 10, 2024.

Legislative – Paul Burkholder

- Added that Jack Owens has spoken with Todd Gilbert on behalf of the District.
- Paul was able to assist in getting an answer to an earlier presented question on Poultry Litter Export.

Personnel – Joan Comanor

- Nothing to add to the written report.

Operations – Justin Mackay-Smith

- The Annual Plan of Work has been updated per Committee response.

MOTION: Board approval of the Annual Plan of Work for FY2025 as presented by the Operations Committee.

Motion made by Justin Mackay-Smith, seconded by Paul Burkholder. Motion Passed. Voting as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

- The Strategic Plan (July 1, 2022 – June 30, 2026) and FY 2024 Annual Plan of Work were reviewed by the Board.
- Justin Mackay-Smith presented the idea of looking into more ecofriendly ways to view the board packet at Monthly meetings.
 - Discussion was had and the Chairwoman asked Sarah Fleming to investigate some of the suggested ideas.



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Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Referenced a Facebook post on test results performed in the South Branch of the Shenandoah River.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting will be on June 18th. It will be a virtual meeting. Will share the time once posted.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent presented a handout of NRCS happenings.
- The NRCS Forest Farming program is getting lots of interest.
- Inflation Reduction Act is boosting NRCS project approvals.
- Brent will be holding a Local Workgroup meeting the afternoon of June 13, 2024. LFSWCD Board and Staff are welcome to participate.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- The State Budget is not yet finalized.
- Highlighted important upcoming training and meeting dates.
 - Soil & Water Board meets June 26th.
 - EOL's need to be complete by September 30, 2024.

Virginia Cooperative Extension: Corey Childs

- No representative in attendance.

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:



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Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				*Kermit Gaither			
*Corey Childs					Jack Owens	X		

The meeting adjourned at approximately 11:55am.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: June 13, 2024.