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

The April 9, 2026, 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
Paul Burkholder
Reid Hoak (arrived to meeting at 10:42 am)
Emma Bricker
Mark Huddleston

Associate Directors

Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS
Cynthia Fairbanks, VA Cooperative Ext.

LFSWCD Staff Members

Allyson Ponn
Ben Loyd
Sarah Fleming
Madison Coffey
Lisa Parks
Brett Ramer
Olivia Donachie
Nick Livesay

Absent Directors or Staff:

Robert Clark
Kermit Gaither
Jack Owens
Jason Bushong
Stephanie Shillingburg
Dana Gochenour

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



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Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- Joan congratulated Olivia Donachie and Brett Ramer for successfully completing their first 6 months of employment with the District.
- General discussion/update of Area I Spring meeting and Quarterly VASWCD meeting by Paul.

MOTION: Board approval of the March 12, 2026, 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. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Treasurer & Finance Report: Stephanie Shillingburg

- In Stephanie’s absence Sarah reminded Committee Chairs to send Budget requests to her by April 15th.
- There will be a committee meeting held May 14, 2026, at 9:00am in the office conference room.

MOTION: to Accept and file for audit the Treasurer’s Report/Documents for March 2026 (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Board Secretary/Administrative Manager: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- On leave

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Spring is here and with that lots of site visits and out of office happenings.
- Discussion on ASA complaint and equipment rental inquiries.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Lots of on-site visits and fence staking.
- Starts her Leadership course on 4/10.



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Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of initial, follow-up and close-out site visits happening.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Highlighted his Spring Tree ID Hike being held at Seven Bends State Park Saturday May 9th

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Lots of Cover Crop finalization items.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- VCAP still going strong.
- Will be contacting more participants for eligible CCI projects.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Gave an update on our Local Envirothon.
- Highlighted upcoming events.
 - Area I Envirothon – April 28, Grand Caverns
 - State Envirothon May 17-18, EMU, Harrisonburg

Reid Hoak arrived to the meeting at 10:42am

Committee Updates:

Conservation Technical - Mary Gessner

- The CTC reviewed the Audit letter during their committee meeting and have developed checks and balances amongst staff to help remedy the errors found. Staff will have a secondary checklist for file review performed by the Conservation Programs Manager (CPM) or fellow Conservation Specialist when the CPM is unavailable.
- Mary reviewed the CTC Report.
 - Motions are as follows:

Motion 1:	Motion to recommend the board approve cost share for CCI-SL-6W and CCI-FRB-1 for contract 13-26-0110.											
	N/A	13-26-0110	736962	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	161	22.87	N	\$	7,350.00
	N/A	13-26-0110	736994	Shenandoah	Forested Riparian Buffer - Main	CCI-FRB-1	High	125	40.42	N	\$	922.00

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



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Motion 2:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0049 SL-1.											
	CP-13-26-0034	13-26-0049	736672	Shenandoah	Long Term Vegetative Cover of	SL-1	High	114	29.76	N	\$	2,840.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 3:	Motion to recommend the board approve conservation and cost share for all SL-1 instances for contract 13-26-0112.											
	CP-13-26-0033	13-26-0112	737159	Shenandoah	Long Term Vegetative Cover of	SL-1	High	101	25.07	N	\$	6,480.00
	CP-13-26-0033	13-26-0112	737163	Shenandoah	Long Term Vegetative Cover of	SL-1	High	99	33.86	N	\$	40,080.00
	CP-13-26-0033	13-26-0112	737162	Shenandoah	Long Term Vegetative Cover of	SL-1	High	98	34.32	N	\$	66,720.00
	CP-13-26-0033	13-26-0112	737160	Shenandoah	Long Term Vegetative Cover of	SL-1	High	97	29.55	N	\$	15,120.00
	CP-13-26-0033	13-26-0112	737161	Shenandoah	Long Term Vegetative Cover of	SL-1	High	94	34.15	N	\$	28,800.00

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

Motion 4:	Motion to recommend the board approve conservation plan and cost share for contract 13-26-0050 SL-1.											
	CP-13-26-0009	13-26-0050	671019	Frederick	Long Term Vegetative Cover of	SL-1	Medium	108	30.06	N	\$	12,960.00

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



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Motion 5:	Motion to recommend the board approve conservation plan and cost share for SL-6N and SL-7 for contract 13-26-0111.											
	CP-13-26-0032	13-26-0111	737165	Frederick	Extension of Watering System	SL-7	Medium	80	45.56	N	\$	9,867.55
	CP-13-26-0032	13-26-0111	737149	Frederick	Stream Exclusion with Narrow	SL-6N	Medium	75	21.07	Y	\$	41,909.73

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 6:	Motion to recommend the board approve cost share for contract 13-26-0086 CCI-SL-6N.											
	N/A	13-26-0086	737191	Clarke	Stream Exclusion with Narrow	CCI-SL-6N	Low	116	36.44	N	\$	10,908.00

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			

Motion 7:	Motion to recommend the board approve the remainder of the CTC minutes as presented.										
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, Jack Owens, and Reid Hoak 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			
Mark Huddleston	X			*Kermit Gaither			
*Robert Clark				*Jack Owens			



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Motion 8: Motion to recommend the board approve the following tax credits as presented during the board meeting.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-25-0045	13-25-0059	651977	Fred./Long Term Veg. Cover on Croplan	SL-1	\$ 315.67
CP-13-26-0017	13-26-0024	721691	Shen./Long Term Veg. Cover on Croplan	SL-1	\$ 160.44

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

Motion 9: Motion to recommend the board approve the following cost share increase as presented during the board meeting.

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment
CP-13-26-0036	13-26-0113	737561	Shenandoah	Long Term Veg. Cover	SL-1	H	112	29.98	N	\$ 6,745.00

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

Dam Safety & Conservation Easements - Jim Fagan

- Tabletop Exercise was held April 8, 2026, w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - DCR Engineer Charles Wilson led the exercise. Others in attendance were The Town of Strasburg, Shenandoah Co. Sheriff’s Office, VDOT, Shenandoah County EMS.
- Emergency Action / Protocol discussion was had.

Education & Information – Joan Comanor

- There will be a committee meeting held after the April 9, 2026, board to discuss YCC and Scholarship applications.

MOTION: DELEGATE AUTHORITY TO ED & INFO COMMITTEE TO SELECT A NOMINEE IF ANY FOR A VASWCD SCHOLARSHIP AND LOCAL SCHOLARSHIP IF WARRANTED. **Motion made by Paul Burkholder, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.** *Robert Clark, Kermit Gaither, and Jack Owens 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			



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*Robert Clark					*Jack Owens			
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Legislative – Paul Burkholder

- Shared some info from VASWCD Marketing committee. Reminded it is still very important to let delegates and other citizens know what it is we do.
- Possibilities of Association dues increasing in FY27.

Personnel – Joan Comanor

- Joan requested for Madison, in Dana’s absence, to get with staff and come up with several possible dates for annual staff reviews in mid to late May.

Operations – Justin Mackay-Smith

- Allyson will be sending a reminder email for the review of the Annual Plan of Work and Strategic Plan. Please complete the requested tasks ASAP.
- There will be a committee meeting on May 14, 2026, at 9:30am in the Community Center Room.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No items to report.

Shenandoah Pure Water Forum – Jack Owens

- Absent

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 her written report highlighting key items of importance.

Virginia Cooperative Extension: Robert “Bobby” Clark

- Bobby was absent from the meeting.
- Cynthia Fairbanks attended the meeting. She shared a few upcoming events she will be hosting.
 - Backyard Chickens
 - Famacha Scoring

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 the Board of Directors meeting. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Robert Clark, Kermit Gaither, and Jack Owens were 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			
*Robert Clark					*Jack Owens			

The meeting adjourned at approximately 11:40am.

Respectfully submitted,
Sarah R. Fleming,
 Board Secretary

Approved by the Board through motion on: 5/14/2026