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

The October 9, 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
Paul Burkholder
Reid Hoak
Justin Mackay-Smith
Randy Buckley
Jack Owens

Associate Directors

Stephanie Shillingburg
Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

LFSWCD Staff Members

Allyson Ponn
Ben Loyd
Nick Livesay
Sarah Fleming
Dana Gochenour
Madison Coffey
Lisa Parks

Absent Directors or Staff:

Emma Bricker
Mark Huddleston
Kermit Gaither
Robert "Bobby" Clark
James Fagan
Jason Bushong



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LFSWCD Board Chair Joan Comanor called the meeting to order at 10:17 am.

MOTION: Board approval of the September 11, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

MOTION: to Accept and file for audit the Treasurer's Report/Documents for September 2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Conservation Technical - Mary Gessner

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

Motion to recommend the board approve tax credit and increased cost share for contract 13-25-0092

CP-13-25-0031	13-25-0092	647784	Shen./Permanent Veg. Cover on Critical Area	SL-11	\$	463.81			
	13-25-0092	647784	Shen./Permanent Veg. Cover on Critical Areas	SL-11	\$	1,650.77			

Motion made by Mary Gessner, seconded by Justin Mackay Smith. Motion Passed. Voting Ballot is as follows.

*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		



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Motion to recommend the board conservation plan and cost share for contract 13-26-0017 SL-7

CP-NRCS	13-26-0017	724212	Shenandoah	Extension of Watering Systems	SL-7	High	100	25.79	N	\$	17,842.00
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Motion made by Mary Gessner, seconded by Justin Mackay Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-26-0018 WP-4

CP-NRCS	13-26-0018	721538	Shenandoah	Animal waste control facilities	WP-4	High	113	12.13	Y	\$	113,847.10
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and cost share for three instances for contract 13-26-0028 SL-1s

CP-13-26-0018	13-26-0028	72282	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	104	25.21	Y	\$	1,320.00
CP-13-26-0018	13-26-0028	724290	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	79	26.92	Y	\$	3,440.00
CP-13-26-0018	13-26-0028	724291	Shenandoah	Long Term Vegetative Cover on Crops	SL-1	High	75	24.74	Y	\$	3,440.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board conservation plan and cost share for contract 13-26-0026 SL-1

CP-13-26-0016	13-26-0026	722388	Frederick	Long Term Vegetative Cover on Crop	SL-1	High	103	34.49	N	\$	12,480.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board conservation plan and cost share for variance contract 13-26-0015 WP-4

CP-13-26-0013	13-26-0015	712744	Shenandoah	Animal waste control facilities	WP-4	High	100	8.48	Y	\$	756,479.63
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		



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Motion to recommend the board approve cost share for all SL-8H practices in the CTC agenda

N/A	13-26-0020	721583	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	44.29	N	\$	414.20
N/A	13-26-0029	724334	Shenandoah	Harvestable Cover Crop	SL-8H	High	90	43.07	N	\$	418.60
N/A	13-26-0029	724329	Shenandoah	Harvestable Cover Crop	SL-8H	High	85	44.01	N	\$	87.20
N/A	13-26-0025	721722	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	83	46.50	N	\$	300.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve cost share for all SL-8B practices in the CTC agenda

N/A	13-26-0029	724321	Shenandoah	Small Grain and Mixed Cover Crop fo	SL-8B	High	87	27.42	Y	\$	750.50
N/A	13-26-0019	721570	Fredenick	Small Grain and Mixed Cover Crop fo	SL-8B	Medium	94	12.00	Y	\$	8,324.00
N/A	13-26-0023	721638	Shenandoah	Small Grain and Mixed Cover Crop fo	SL-8B	Medium	94	28.40	Y	\$	1,607.20
N/A	13-26-0023	721642	Shenandoah	Small Grain and Mixed Cover Crop fo	SL-8B	Medium	91	30.85	Y	\$	1,536.00
N/A	13-26-0022	721625	Clarke	Small Grain and Mixed Cover Crop fo	SL-8B	Low	94	32.71	Y	\$	1,200.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and cost share for contract 13-26-0020 SL-1

CP-13-25-0032	13-26-0020	721608	Shenandoah	Long Term Vegetative Cover on Crop	SL-1	High	78	27.14	N	\$	4,300.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board conservation plan and cost share for contract 13-26-0024 SL-1

CP-13-26-0017	13-26-0024	721691	Shenandoah	Long Term Vegetative Cover on Crop	SL-1	High	75	29.43	N	\$	3,951.15
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		



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Motion to recommend the board approve conservation plan and cost share for contract 13-26-0027 SL-1

CP-13-26-0016	13-26-0027	722034	Frederick	Long Term Vegetative Cover on Crop	SL-1	Low	84	33.85	N	\$	7,998.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and increase in cost share for contract 13-24-0070 WP-4SF

13-24-0070	582217	Shen. /Seasonal Feeding Facility		WP-4SF						\$	20,701.80
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and increase in cost share for contract 13-24-0099 SL-6W

13-24-0099	586509	Fred. /Stream Exclusion w/ Wide Buffer		SL-6W						\$	20,693.20
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan and NMP documentation for Foltz Farm Equipment Tax Credit

Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Emma

Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		

Motion to recommend the board approve conservation plan CP-13-26-0017

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

*Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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						Paul Burkholder	X		
*Emma Bricker						Reid Hoak	X		
*Mark Huddleston						*Kermit Gaither			
*Robert Clark						Jack Owens	X		



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Chairwoman's Report: Joan Comanor

- Reviewed written report.

MOTION: the Board ratifies Chair signature and supports the Letter of Support on DCR Buffer maintenance (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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							Paul Burkholder	X		
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							*Kermit Gaither			
*Robert Clark							Jack Owens	X		

Education & Information – Joan Comanor

- Update on Annual Awards Luncheon given by Allyson
- All local Farm Bureau Annual meetings were attended by staff members.
- An update was given on the upcoming Ag Outreach Event
 - Will be held 11/5/2025; 4:30-6:30pm at the CREW Center in Mt. Jackson, VA.

MOTION: the Board accepts the Education and Information 9/11/2025 committee meeting minutes , and Finance 9/11/2025 committee meeting minutes (as presented in the Board Packet). Motion made by Jack Owens, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Kermit Gaither, Bobby Clark, and Jim Fagan 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							Paul Burkholder	X		
*Emma Bricker							Reid Hoak	X		
*Mark Huddleston							*Kermit Gaither			
*Robert Clark							Jack Owens	X		

Reid Hoak departed the meeting at 10:35 am. Quorum was no longer present.

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.

Conservation Specialist, Madison Coffey:

- Reviewed written report.



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Conservation Specialist, Ben Loyd

- Reviewed written report.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Education and Conservation Specialist, Allyson Ponn:

- Allyson reviewed her written report.

Committee Updates:

Dam Safety & Conservation Easements - Jim Fagan

- October 23, 2025, we will perform the Annual Dam inspections. Please meet at 10:00am at Lake Laura lower lot. This year is a "Self-Inspection".

Legislative – Paul Burkholder

- Notified group that Dan Hoffman is leaving the City of Winchester.

Personnel – Joan Comanor

- Our new Staff members will be joining us on October 14, 2025.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- No new items to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum – Jack Owens

- No new items to report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent was absent from the meeting.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie was absent from the meeting.

Virginia Cooperative Extension: Robert Clark

- Bobby was absent from the meeting.

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:

The meeting adjourned at approximately 11:12am.

Respectfully submitted,

Sarah R. Fleming,

Board Secretary

Approved by the Board through motion on: November 13, 2025