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

The June 12, 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
James Fagan
Justin Mackay-Smith
Randy Buckley
Emma Bricker
Mark Huddleston
Jack Owens
Robert Clark

Associate Directors

Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brian Brezinski, NRCS
Felicity Zimmerman, CBF

LFSWCD Staff Members

Allyson Ponn
Ben Loyd
Nick Livesay
Sarah Fleming
Sabrina Heltzel
Dana Gochenour
Madison Coffey

Absent Directors or Staff:

Paul Burkholder
Kermit Gaither
Reid Hoak
Stephanie Shillingburg
Ira Richards
Jason Bushong

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



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Chairwoman's Report: Joan Comanor

- Introduction of Lisa Parks newly hired Program Support Specialist,
- Greetings/introductions of Board and guests to Lisa.
- Reviewed written report.
- Shared the CBF Save the Bay spring 2025 edition magazine.

MOTION: Board approval of the May 8, 2025, Board of Director meeting minutes, 5/8/2025 Legislative Committee minutes, 5/8/2025 Finance Committee minutes and the 5/27/2025 Personnel Committee minutes as presented in the Board Packet. Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie was absent from the meeting.
- Items in the written report were reviewed by the Board Chair / Assistant Treasurer, followed by the necessary motions.

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

MOTION: Board approval of the proposed FY26 Budget (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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MOTION: Board approval to delegate authority to Board Chair to sign the Attachment D once finalized. Motion made by Mark Huddleston, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X						*Reid Hoak			
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- This is a busy time of Year as the Fiscal year comes to an end. Thanked staff for their great work throughout.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Nice weather has lots of subcontractors getting out to projects.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Finished up a large Waste Management project.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Contacted all participants she is currently working with to give updates and staff contact information as she goes on leave.
- Multiple pine plantings have suffered from the drought conditions these projects will be “carry-overs” to allow for replanting.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of end of year wrap up items.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed her written report.
- Education season is slowing down. However, she still has Jr. Ranger Camp (Elementary age; Seven Bends State Park) and State Camp (High School age Environmental Science Camp)
- Lots of VCAP interest coming in.
- Wrapping up Cover Crops for payment disbursement.

Program Support Specialist, Lisa Parks:

- Completed onboarding trainings for CAS.
- Working on Arc GIS software updates.
- Helping with End of Lifespan items.



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Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend that the board approve tax credits listed below:

CP-13-25-0001	13-25-0001	590052	Frederick/Afforestation of Cropland	FR-1	\$	1,493.19
Manual CP	13-24-0092	585601	Shen./Stream Exclusion	SL-6W	\$	679.47
Manual CP	13-24-0071	582433	Shen./Long Term Veg. Cover of	SL-1	\$	246.45
CP-13-24-0017	13-24-0068	587154	Fred./Long Term Veg. Cover of	SL-1	\$	382.47
CP-13-24-0017	13-24-0068	587149	Fred./Long Term Veg. Cover of	SL-1	\$	113.74
CP-13-24-0017	13-24-0068	587147	Fred./Long Term Veg. Cover of	SL-1	\$	341.22
CP-13-24-0008	13-24-0003	537722	Shen./Long Term Veg. Cover of	SL-1	\$	798.83
CP-13-24-0008	13-24-0003	537723	Shen./Long Term Veg. Cover of	SL-1	\$	599.12

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

Motion to recommend that the board approve cost share increase for 13-25-0008 SL-6W

CP-13-25-0007	13-25-0008	592328	Shenandoah	Stream Exclusion	SL-6W	H	103	19.47	Y	\$	10,450.00
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

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

CP-13-25-0024	13-25-0076	647225	Frederick	Stream Exclusion	SL-6W				Y	\$	6,270.00
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion to recommend that the board approve conservation plan and cost share for 13-25-0113 WP-4LL

CP-13-25-0053	13-25-0113	657960	Shenandoah	Loafing Lot Mar	WP-4LL	High	125	9.44	Y	\$	254,606.35
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve cost share for 13-25-0112 CCI WP-2N

N/A	13-25-0112	657955	Shenandoah	Stream Protecti	CCI-WP-2N	High	100	29.48	Y	\$	2,815.50
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve cost share increase for 13-24-0068 SL-1s (3 instances)

CP-13-24-0017	13-24-0068	587154	Fred./Long Term Veg. Cover of	SL-1				N	\$	3,274.50
CP-13-24-0017	13-24-0068	587149	Fred./Long Term Veg. Cover of	SL-1				N	\$	973.50
CP-13-24-0017	13-24-0068	587147	Fred./Long Term Veg. Cover of	SL-1				N	\$	5,841.73

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



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Motion to recommend that the board approve cost share increase for 13-24-0043 SL-6W

13-24-0043	581661	Fred./Stream Exclusion w/Graz	SL-6W				Y	\$	17,711.50
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve cost share increase for 13-24-0017 SL-1

13-24-0017	565372	Shen./Long Term Veg. Cover o	SL-1				N	\$	1,622.15
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Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

MOTION: to recommend the Board approve Conservation Plan CP-13-25-0052. Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

MOTION: to recommend the Board approve the PY2026 Average Cost List as presented. Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder 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			
Emma Bricker	X					*Reid Hoak			
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Dam Safety & Conservation Easements - Jim Fagan

- Mowing season is in full swing by Bryce maintenance.
- Debbie Cross added that the next Dam Owners Meeting will be held in person as a Field Tour. Waiting on more info for date, time and location.
- Chairwoman Comanor presented/discussed her signed Letter of Support as shown in the Board Packet. This letter is in support of the Town of Woodstock and its partners' efforts in pursuing the removal of the West End Reservoir Dam, located on Little Stony Creek in Shenandoah County.

Education & Information – Joan Comanor

- Next focus
 - Annual report
 - Annual Awards banquet

Legislative – Paul Burkholder

- Paul was absent from the meeting due to Area I Chair responsibilities.

Personnel – Joan Comanor

- Went over highlights from Committee minutes of 5/27/2025.

Operations – Justin Mackay-Smith

- No new items.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Next meeting 6/26/2025.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- New County Planner (Shenandoah County) starts in August 2025.

Shenandoah Pure Water Forum – Jack Owens

- He attended the last Pure Water meeting. Quorum was not met. Was news of a KARST workshop being planned for October 2025. Will keep staff posted.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- In Brent's absence Brian Brezinski gave an NRCS office update
 - As government workers are being brought back to the office we have several new faces in the building. These partners come from multiple positions within the USDA organization.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance
 - EOY items/reports due July 15, 2025.
 - BMP Spot-checks coming up with Dana.
 - Reminder of mandatory VACS update trainings.

MOTION: Board approval of Chairwoman's signature on the PY26 Grant Agreements as presented in the Board packet.

Motion made by Randy Buckley, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder were absent at the time of vote.



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Mary Gessner	X						Justin Mackay-Smith	X		
James Fagan	X						*Paul Burkholder			
Emma Bricker	X						*Reid Hoak			
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

- Email / FOIA discussion was had.

Virginia Cooperative Extension: Robert Clark

- Bobby gave an update on related items.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Felicity Zimmerman gave an update on CBF items. She is working with conservation partners on hosting an Ag Resource Fair to help project participants meet contractors.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Randy Buckley, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Reid Hoak, and Paul Burkholder were absent at the time of vote.

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Joan Comanor	X						Randy Buckley	X		
Mary Gessner	X						Justin Mackay-Smith	X		
James Fagan	X						*Paul Burkholder			
Emma Bricker	X						*Reid Hoak			
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

The meeting adjourned at approximately 12:00pm.

Respectfully submitted,

Sarah R. Fleming, Board Secretary

Approved by the Board through motion on: July 10, 2025