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

MINUTES

The August 8, 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
Paul Burkholder
Mark Huddleston
Emma Bricker

LFSWCD Staff Members

Nick Livesay
Sarah Fleming
Sam Shelton
Madison Coffey
Dana Gochenour
Ben Loyd
Allyson Ponn

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Absent Directors or Staff:

Corey Childs
Randy Buckley
Jack Owens
Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brian Brezinski, NRCS

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



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MOTION: Board approval of the July 2024 Board of Director meeting minutes. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Shared an article from the Northern Virginia Daily featuring staff member, Nick Livesay.
- Discussed Annual Awards Luncheon. The luncheon will be held in Frederick County this year location TBA.
 - An email was sent to Directors and Staff for suggested nominations.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee will meet on September 12 @ 9:30am.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			

MOTION: to accept/approve the Finance Committee meeting minutes from 7/11/2024 (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed report.
- Prepped for Nutrient Management Exam with Madison and Sabrina. They took the exam on 8/2/2024. It could take up to 60 days to receive results.

Conservation Specialist, Madison Coffey:

- Prep for Nutrient Management Exam.
- Busy with completion of multiple Carryovers from FY24 and field visits for interested participants.

Conservation Specialist, Sabrina Heltzel

- Not in attendance.

Conservation Specialist, Ben Loyd

- Busy with project visits and new participant interest.
 - 5 as built inspections
 - 4 initial visits

Conservation Technical Assistant, Sam Shelton

- Keeping busy with Carryover Letters, EOL's & CCI's.
- VCAP visits.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- July was a busy month of Education events (Jr. Ranger Camps x2).
- She has been busy helping to coordinate the Graves Mountain Annual Training to be held August 20-22, 2024.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

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

MOTION #1: to recommend that the board approve Contract: 13-23-0075 Instance: 524796 Amount: \$2,818.33 (tax credit); Contract: 13-23-0004 Instance: 496131 Amount: \$3,707.16 (tax credit); Contract: 13-14-0100 Instance: 179512 Amount: \$577.91 (tax credit) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			



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MOTION #2: to recommend that the board approve Cons Plan: CP-NRCS Contract: 13-25-0003 Instance: 590856 Amount: \$495.00 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			

MOTION #3: to recommend that the board approve Cons Plan: CP-13-25-0005 Contract: 13-25-0006 Instance: 591470 Amount: \$24,080 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			

MOTION #4: to recommend that the board approve Cons Plan: CP-13-25-0004 Contract: 13-25-0002 Instance: 590058 Amount: \$8,846.50 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			

MOTION #5: to recommend that the board approve Cons Plan: CP-13-25-0002 Contract: 13-25-0004 Instance: 591030 Amount: \$23,968.80 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Joan Comanor	X				*Randy Buckley			
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			



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MOTION #6: to recommend that the board approve Cons Plan: CP-13-25-0001 Contract: 13-25-0001 Instance: 590051; 590052; 590034 Amount: \$42,000; \$29,300.63; \$70,875 (all cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			*Randy Buckley			
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			

MOTION #7: to recommend that the board approve Cons Plan: CP-13-25-0001 Contract: 13-25-0001 Instance: 590033 Amount: \$40,800 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			*Randy Buckley			
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			

MOTION #8: to recommend that the board approve Cons Plan: CP-13-25-0003 Contract: 13-25-0005 Instance: 591198 Amount: \$66,359.15 (cost share) as presented in the 8/1/2024 CTC Minutes and 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			*Randy Buckley			
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			

MOTION #9: to recommend that the board approve Cons Plan: CP-13-25-0007 Contract: 13-25-0008 Instance: 592328 Amount: \$210,950.00 (cost share) as presented at the 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			*Randy Buckley			
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			



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MOTION #10: to recommend that the board approve Cons Plan: CP-13-25-0006 Contract: 13-25-0007 Instance: 591608 Amount: \$29,614.50 (cost share) as presented at the 8/8/2024 Board meeting. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			*Randy Buckley			
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			

Dam Safety & Conservation Easements - Jim Fagan

- The dams look good for the upcoming projected rainfall.

Education & Information – Joan Comanor

- Reviewed the written report.
- Passed out hard copies of historic contribution and statistic information to Directors for their Notebooks. These items will be helpful tools to use at B.O.S. meetings.

Legislative – Paul Burkholder

- Paul reviewed his written report.
 - Requested our Board meeting scheduled to be shared with Delegate Wiley as a follow up to their meeting.

Personnel – Joan Comanor

- Reviewed the written report.
- The Personnel committee will meet after the 8/8/2024 B.O.D. meeting.

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Next meeting scheduled for August 15, 2024

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to add to the written report.
- No meeting scheduled..

Shenandoah Pure Water Forum – Jack Owens

- Not in attendance.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- In Brent’s absence Brian Brezinski gave an update of NRCS happenings and application deadlines.



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Virginia Department of Conservation & Recreation: Debbie Cross

- Reviewed the FY24 Admin & Ops and the FY24 Cost Share / TA assessments.
 - The district received all A and A+ scores.
- Debbie reviewed key items in her written report.

Virginia Cooperative Extension: Corey Childs

- Not 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:

- Allyson Ponn reminded everyone to be on the lookout for any donation items that could be submitted to the VASWCD Educational Foundation Auction held at the Annual VASWCD meeting in December.
 - Item can be New or Good Used Condition. Crafts, Art, Gift Cards, Gift Baskets, etc.

Adjournment:

MOTION: to Adjourn. Motion made by Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. **Corey Childs, Randy Buckley, Kermit Gaither, and Jack Owens were absent from the meeting.*

<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			
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			

The meeting adjourned at approximately 11:25am.

*Respectfully submitted,
 Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on: September 12, 2024