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

MINUTES

The March 12, 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
Justin Mackay-Smith
Randy Buckley
Reid Hoak
Emma Bricker
Mark Huddleston
Kermit Gaither

Associate Directors

Ed Pendelton
Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

Robert Clark
James Fagan
Paul Burkholder
Jack Owens
Jason Bushong
Dana Gochenour
Nick Livesay

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



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- Welcome back Allyson!
- Chairwoman Comanor announced she would have limited availability for the foreseeable future and made a request for delegated authority in the event she was unavailable in time of need. The following motion was made.

MOTION: Board delegates authority to an elected Board Member for items needing approval in the event Chairwoman Comanor is unavailable. **Motion made by Mark Huddleston, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows.** *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

MOTION: Board approval of the February 12, 2026, Board of Director meeting minutes as presented in the Board Packet. **Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.** *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

Chairwoman’s Report: Joan Comanor

- Reviewed written report.
- General discussion of the General Assembly and budget items.
- Reminders
 - Area I Spring Meeting – March 24, 2026, at the Virginia Horse Center, Lexington, VA
 - LFSWCD Envirothon – March 25, 2026, at the Museum of the Shenandoah Valley, Winchester, VA

Treasurer & Finance Report: Stephanie Shillingburg

- Reviewed the written report.
- Reminded Committee Chairs to send Budget requests to Sarah by April 15th.
- A review of the Draft Desktop Procedures was performed as requested by Blair with DCR.

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



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Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- On leave

Senior Conservation Specialist, Nick Livesay:

- Absent

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Was accepted into the Shenandoah Co. Chamber of Commerce Leadership Development course.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of follow-up and initial site visits happening with the break in weather.

Conservation Specialist – Brett Ramer

- Reviewed written report.

Conservation Specialist – Olivia Donachie

- Reviewed written report.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Education and Conservation Specialist, Allyson Ponn:

- Thanked Staff for assisting and performing tasks during her leave.
 - the Local Envirothon to be held March 25, 2026, at the Museum of the Shenandoah Valley.
 - Conservation Field Day, Caroline Furnace – March 26, 2026.

Committee Updates:

Conservation Technical - Mary Gessner

- The CTC meeting took place prior to the Board on 3/12/2026.
- Mary reviewed the CTC Report. Motions are as follows:

Motion 1: Motion to recommend the board approve conservation plan and cost share for 13-26-0086 FR-1.

CP-NRCS	13-26-0086	732102	Clarke	Afforestation of Pasture	FR-1					\$	20,337.63
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			



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Motion 2: Motion to recommend the board approve conservation plan and cost share for EAN replant for 13-24-0081

CP-13-23-0018	13-24-0081	583895	Frederick	Afforestation of Pasture	FR-1						\$	16,335.00
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

Motion 3: Motion to recommend the board approve conservation plan and cost share for 13-26-0109 SL-1.

CP-13-26-0031	13-26-0109	736498	Shenandoah	Long Term Vegetative Cover of	SL-1	High	118	24.32	N	\$	9,120.00
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Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

Motion 4: Motion to recommend the board approve conservation plan and cost share for 13-26-0107 SL-1.

CP-13-26-0029	13-26-0107	736403	Shenandoah	Long Term Vegetative Cover of	SL-1	High	100	31.12	N	\$	9,585.00
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

Motion 5: Motion to recommend the board approve cost share for 13-26-0105 CCI-SL-6W.

N/A	13-26-0105	735796	Shenandoah	Stream Exclusion with Narrow W	CCI-SL-6N	Medium	138	29.60	N	\$	10,947.25
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			



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Motion 6: Motion to recommend the board approve conservation plan and cost share for 13-26-0108 SL-1.

CP-13-26-0030	13-26-0108	736420	Frederick	Long Term Vegetative Cover of	SL-1	Medium	92	30.89	N	\$	6,930.00
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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			
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
*Robert Clark				*Jack Owens			

Motion 7: Motion to recommend the board approve cost share increase for 13-24-0070 WP-4SF and 13-24-0097 SL-6W.

	13-24-0070	582217	Shen./Seasonal Feeding Facility	WP-4SF					\$	5,725.70
	13-24-0097	586252	Clarke/Stream Exclusion with Wide Buffer	SL-6W					\$	2,435.00

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

Motion 8: Motion to recommend the board preliminarily approve the following cover crops contingent on if the contracts move forward to the DCR Variance Committee in PY26. If the contract does not move forward to DCR Variance for PY26, then the cover crop instances will have an approval date of 3/12/2026. If the contract moves forward to DCR Variance in PY26, then the cover crops will have an approval date that aligns with the Variance Bundle approval.

N/A	13-26-0050	730476	Frederick	Small Grain and Mixed Cover C	SL-8B	High	95	13.16		\$	6,489.00
N/A	13-26-0050	730477	Frederick	Harvestable Cover Crop	SL-8H	High	89	40.70		\$	804.00
N/A	13-26-0074	731597	Frederick	Harvestable Cover Crop	SL-8H	Low	92	40.16		\$	1,575.60
N/A	13-26-0074	731596	Clarke	Harvestable Cover Crop	SL-8H	Low	88	37.66		\$	3,969.00
N/A	13-26-0074	731598	Clarke	Harvestable Cover Crop	SL-8H	Low	84	39.32		\$	1,950.00

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

Dam Safety & Conservation Easements - Jim Fagan

- Lisa gave a report in Jim's absence.
- Tabletop Exercise, April 8, 2026, w/ the Town of Woodstock regarding to the Woodstock Dam – Emergency Action Plan.
 - The Town of Strasburg will also be participating.
- Jim and Lisa attended the February Dam Owners virtual meeting.
 - The new satellite monitoring is available this is web based and will be replacing the current monitoring system.
 - Next meeting will take place in May (Virtual).



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Education & Information – Joan Comanor

- There will be a committee meeting held after the April 9, 2026, board to discuss YCC and Scholarship applications.
- Looking forward to the LFSWCD Envirothon being held at the Museum of the Shenandoah Valley March 25th.

Legislative – Paul Burkholder

- absent

Personnel – Joan Comanor

- Allyson requested board acceptance/approval of the continuance/hiring of a paid Spring/Summer internship position.

MOTION: Board approval of the continuance/hiring of a paid Spring/Summer internship position (as presented by Allyson during the Board meeting).
Motion made by Emma Bricker, seconded by Justin Mackey-Smith. Motion Passed. Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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					*Paul Burkholder			
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
*Robert Clark					*Jack Owens			

Operations – Justin Mackay-Smith

- Allyson will be sending an email for the review of the Annual Plan of Work and Strategic Plan. Please complete the requested tasks by April 15, 2026.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Reviewed written report.
- Next meeting is April 16, 2026.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- A meeting was held March 11, 2026.
- The County is considering regulations for water consumption applying to industry or other large water withdrawal projects.

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

- Absent

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:

MOTION: to adjourn the Board of Directors meeting. Motion made by Justin Mackay-Smith, seconded by Mark Huddleston. Motion Passed.
Voting Ballot is as follows. *James Fagen, Jack Owens, Paul Burkholder, and Robert Clark 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					*Paul Burkholder			
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
*Robert Clark					*Jack Owens			

The meeting adjourned at approximately 11:18am.

Respectfully submitted,
Sarah R. Fleming,
 Board Secretary

Approved by the Board through motion on: April 9, 2026