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

The April 10, 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
Justin Mackay-Smith
Emma Bricker
Paul Burkholder (11:45 departure)
Reid Hoak
Jack Owens (10:10 arrival)
Robert Clark (10:25 arrival)
James Fagan
Randy Buckley

Associate Directors

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

Kermit Gaither
Mark Huddleston
Ira Richards
Jason Bushong
Ed Pendleton
Stephanie Shillingburg
Allyson Ponn

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



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Chairwoman's Report: Joan Comanor

- Chair report was reviewed.
- 3 New staff job titles - Education and Conservation Program Specialist for Allyson; Administrative Manager for Sarah; and Conservation Programs Manager for Dana.

MOTION: Board approval of the March 13, 2025, Board of Director meeting minutes, Operations Committee minutes and Personnel Committee minutes as presented in the Board Packet. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. **Kermit Gaither, Mark Huddleston, Jack Owens, and Robert Clark were absent at 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							*Kermit Gaither			
*Robert Clark							*Jack Owens			

Treasurer & Finance Report: Stephanie Shillingburg

- Sarah reviewed the written report in Stephanie's absence.
- Please submit FY26 Budget requests to Sarah before 5/8.
- A Finance committee meeting will be held on 5/8/2025 at 9:00am prior to the Monthly Board of Directors meeting.

MOTION: to Accept and File for audit the Treasurer's Report/Documents for March 2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Kermit Gaither, Mark Huddleston, and Robert Clark were absent at 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							*Kermit Gaither			
*Robert Clark							Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- ASA visit discussion
- Spot Checks to happen in June 2025
- 2027 EOL's to be performed by September 30th.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Accepted into the Shenandoah County Chamber of Commerce Leadership Course. Classes run April – November.



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Conservation Specialist, Madison Coffey:

- Reviewed her written report.
- 2 large Animal Waste projects soon to be completed.
- WQ-11 (sinkhole protection) discussion.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Spring = Busy

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Gave an update that he received in mail his official Conservation Specialist Certification certificate and letter.

Education and Program Support Specialist, Allyson Ponn:

- Dana reviewed upcoming educational events in Allyson's absence.
 - Lots of upcoming community events.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend that the board approve cost share for contract 13-25-0104 CCI SL-6W

N/A	13-25-0104	650662	Shenandoah	Stream Exclud	CCI-SL-6W	High		22.85	N	\$	14,125.00
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. Motion Passed.

Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0059 SL-1

CP-13-25-0045	13-25-0059	651977	Frederick	Long Term Veg	SL-1	High	71	36.22	N	\$	26,793.30
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. Motion Passed.

Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0106 SL-6W

CP-13-25-0046	13-25-0106	651947	Frederick	Stream Exclud	SL-6W	Medium	110	12.91	Y	\$	162,432.50
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0062 SL-7

CP-13-24-0029	13-25-0062	651612	Clarke	Extension of W	SL-7	Medium	89	35.87	N	\$	62,744.00
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0105 SL-7

CP-13-25-0044	13-25-0105	651565	Shenandoah	Extension of W	SL-7	Low	97	44.95	N	\$	9,284.00
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Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve contract modification for 13-25-0061 SL-6W to a 10 year contract with adjusted cost share.

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



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Motion to recommend that the board delegate authority to CTC co-chairs to approve TAC suggestions to be sent to DCR.

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

Motion to recommend the board approve forwarding VCAP contract 13-25-008 with an estimated cost of \$4,880.00 to the VCAP Steering committee for review. Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend the board approve Tax Credits for contracts 13-24-0012 and 13-25-0017. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend the board approve Tax Credits for contracts 13-24-0012 and 13-25-0017. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion to recommend the board approve a request be sent to DCR Variance Committee for an increase in cost share of \$69,148.00 for contract 13-23-0071. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed.

Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend the board delegate authority to the CTC Chairs to approve increased payment of \$69,148.00 for contract 13-23-0071 if approved by DCR Variance Committee. Motion made by Justin Mackay-Smith, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend the board approve a tax credit in the amount of \$25,000.00 for contract 13-23-0071. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to recommend the board approval of continuation of staff participation in TAC as stands. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		



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Dam Safety & Conservation Easements - Jim Fagan

- Dam Owner meeting 5/22 (virtual).

Education & Information – Joan Comanor

- Education & Information Committee: we will meet immediately following the Board meeting to select applicants for YCC Camp and for the VASWCD Scholarship nomination. We will also debrief on Envirothon and outreach event plans.

Motion: The Board delegates authority to the ED & Info Committee to select the District's nomination for VASWCD scholarship, and award a LFSWCD scholarship (if any suitable candidate); and award a YCC scholarship (if any suitable candidate). Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and Mark Huddleston were absent at 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							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Legislative – Paul Burkholder

- Paul reviewed his report.
- Discussion of new bill.
 - On March 24th, Governor Youngkin signed House Bill 1941/Senate Bill 1166 (Invasive Plant Labeling Bill) into law. It will become effective on January 1, 2027.

Personnel – Joan Comanor

- Reviewed written report.
- Upcoming items of interest
 - Interviews for open position late April.
 - End of year staff reviews to be scheduled for end of May.

Operations – Justin Mackay-Smith

- Reminded Committee Chairs to review APOW and Strategic Plan and send updates to Allyson to edit for presentation at the May meeting.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report at this time.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report at this time.

Shenandoah Pure Water Forum – Jack Owens

- Nothing to report at this time.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his handout on NRCS happenings.



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Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance

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

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Robert Clark, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither, Mark Huddleston, and Paul Burkholder were absent at 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	X		
*Mark Huddleston							*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

The meeting adjourned at 11:50am.

Respectfully submitted,
Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: May 8, 2025