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

MINUTES

The July 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
James Fagan
Justin Mackay-Smith
Randy Buckley
Emma Bricker
Mark Huddleston
Jack Owens
Robert Clark
Paul Burkholder
Reid Hoak

Associate Directors

Stephanie Shillingburg
Ed Pendelton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Brian Brezinski, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel
Allyson Ponn

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:05 am.



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MOTION: Board approval of the June 10, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Jack Owens, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- Small Farms Pilot program participation final decision/discussion.
- AOG letter discussion.
 - Moving forward with committee members will remain the same.
 - Elected and Associate Board Members please prioritize attendance for quorum.
 - Staff will participate as Advisory Members. Staff will not have a vote on motion items or be included in quorum count.

MOTION: Board support that LFSWCD will not participate in the Small Farms Pilot Program. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed her written report.
- There will be a Finance Committee meeting held on 9/11/2025 at 9:30am prior to the Board of Directors meeting.
 - The purpose of the meeting will be to review the FY26 Proposed Dedicated Reserve Transfers for Board approval.

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



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MOTION: Board ratification of the Board Chair's signature on the Attachment D document signed and submitted on 7/2/2025 (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X						Paul Burkholder	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.
- Gave update on ASA complaint visits.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Lots of visits, design work and new BMP sign ups.

Conservation Specialist, Madison Coffey:

- Reviewed written report.
- EOY wrap up and report closeouts with Debbie in CAS.

Conservation Specialist, Sabrina Heltzel

- Sabrina was absent from the meeting.

Conservation Specialist, Ben Loyd

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

Draught discussion was had.

- Our area is no longer considered to be in drought condition.

Education and Conservation Specialist, Allyson Ponn:

- Allyson was absent from the meeting.

Program Support Specialist, Lisa Parks:

- Reviewed written report.

Committee Updates:

Conservation Technical - Mary Gessner

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



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Motion to approve by delegated authority the tax credits listed below:

Manual CP	13-24-0006	540642	Shen./Roof Runoff Managemen	WQ-12	\$	3,702.82
Manual CP	13-22-0062	470169	Shen./Critical Area Stabilization	SL-11	\$	548.59

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

Motion to approve by delegated authority the conservation plan and cost share for contract 13-25-0075 SL-6W

CP-13-24-0017	13-25-0075	658840	Frederick	Stream Excludi	SL-6W	High	113	9.52	Y	\$	47,269.32
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Motion to approve by delegated authority the increase cost share for contract 13-25-0014 SL-6W

CP-13-25-0011	13-25-0014	600839	Shenandoah	Stream Excludi	SL-6W	High	94	15.47	Y	\$	20,592.50
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Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		



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Motion to ratify approval by delegated authority the cost share for contract 13-25-0079 NM-3C and NM-6

N/A	13-25-0079	658259	Shenandoah	Sidedress App	NM-3C	High	89	31.30	N	\$	1,135.02
N/A	13-25-0079	658258	Shenandoah	Manure Injunctio	NM-6	High	76	29.62	N	\$	9,675.00

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

Motion to ratify approval by delegated authority the conservation plan and cost share for contract 13-25-0114 SL-6W

CP-13-25-0054	13-25-0114	658170	Frederick	Stream Excludi	SL-6W	Medium	96	23.42	Y	\$	145,937.30
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Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

- Nick presented a Letter of Support with request of signature by the Board Chair. The request was for repayment to be waived for loss of a VCAP project due to extreme circumstances. The VCAP participant lost her home to fire and the project was destroyed due to fire/demolition. Project completed in May 2020 with approximate funding of \$1,600.

MOTION: Board authorizes Chair signature on VCAP Letter of Support. Participant request for repayment be waived due to loss of project due to extreme circumstances. **Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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MOTION: Board ratification of the CTC Chair's signature on the FY26 Carryover Report dated 6/30/2025, as presented in the board packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was 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	X		
Emma Bricker	X						Reid Hoak	X		
Mark Huddleston	X						*Kermit Gaither			
Robert Clark	X						Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- The water level in Lake Laura and Birdhaven are up nicely.

Education & Information – Joan Comanor

- No new items

Legislative – Paul Burkholder

- Paul reviewed his written report.
- He is working to get in contact with a City of Winchester representative to set up a meeting to discuss future funding possibilities. We recently found out the district will not receive any FY26 funding from the City of Winchester.

Personnel – Joan Comanor

- The Personnel Policy was reviewed as presented in the July 10, 2025, board packet. All LFSWCD Directors and staff members were asked to update their signatures and return to Sarah for filing.

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.

Mark Huddleston & Emma Bricker departed from the meeting at 11:15am

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 items of varied importance
 - Clean Water Farm Award nominations due to DCR by Oct 1, 2025.
 - Dedicated Reserve transfers due to DCR by Sept 30, 2025.
 - EOL Verifications must be completed by Sept 30, 2025.



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

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

The meeting adjourned at approximately 11:27am.

Respectfully submitted,

Sarah R. Fleming,

Board Secretary

Approved by the Board through motion on: August 14, 2025