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## MINUTES

The December 11, 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  
Robert "Bobby" Clark  
Paul Burkholder  
Emma Bricker  
Mark Huddleston

### **Associate Directors**

Stephanie Shillingburg

### **Cooperating Agency Representatives & Guests in Attendance:**

Debbie Cross, CDC/DCR  
Brent Barriteau, NRCS

### **LFSWCD Staff Members**

Ben Loyd  
Nick Livesay  
Sarah Fleming  
Dana Gochenour  
Madison Coffey  
Lisa Parks  
Brett Ramer  
Olivia Donachie

### **Absent Directors or Staff:**

Kermit Gaither  
Reid Hoak  
Jack Owens  
Ed Pendelton  
Jason Bushong  
Allyson Ponn

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

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- Re-introduction the newest Staff members Brett Ramer and Olivia Donachie for those who were absent from the November Board meeting.
- Shared news of the arrival of Allyson’s daughter.

**MOTION:** Board approval of the November 13, 2025, Board of Director meeting minutes as presented in the Board Packet. **Motion made by Mary Gessner, seconded by Bobby Clark. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens 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	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

**Chairwoman’s Report: Joan Comanor**

- Reviewed written report.
- Annual Conference update
  - Request for raise in VCAP funds from \$4 to \$8 million
  - Shared Legislative Agenda handout
    - LFSWCD Legislative Committee will be sending a letter to District Representatives with this document attached.
    - Kendall shared at annual conference that it may be best to schedule individual meetings with our state legislator’s vs attending Legislative day. However, if we decide to participate, she will gladly help us in this endeavor.
- There was discussion of future Direct Deposit options for BMP payments.
- Whole Farm Planning discussion
- Shared the Potomac River Report Card, current grade = B.
- Bobby Clark shared the sad news of the passing of Ned Conklin who was a great asset to conservation as a champion to ag and forestry districts.

**ELECTION of OFFICERS**

The floor was opened by Brent Barriteau for nominations for the LFSWCD Board Chair position.

**Paul Burkholder nominated Joan Comanor as candidate for Board Chair. Bobby Clark seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Joan Comanor as Board Chair. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens 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	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			



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The floor was opened by Joan Comanor for nominations for the LFSWCD Board Vice-Chair position.

**Mary Gessner nominated James Fagan as candidate for Board Vice-Chair. Paul Burkholder seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of James Fagan as Board Vice-Chair. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens 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	X		
Emma Bricker	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

The floor was opened by Joan Comanor for nominations for the LFSWCD Board Secretary position.

**Paul Burkholder nominated Sarah Fleming as candidate for Board Secretary. Justin Mackay-Smith seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Sarah Fleming as Board Secretary. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens 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	X		
Emma Bricker	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

The floor was opened by Joan Comanor for nominations for the LFSWCD Board Treasurer position.

**Paul Burkholder nominated Stephanie Shillingburg as candidate for Board Treasurer. Mary Gessner seconded the nomination. With no further nominations or discussion, the Board accepted the nomination and re-election of Stephanie Shillingburg as Board Treasurer. Motion passed. Voting Ballot is as follows.** *\*Kermit Gaither, Reid Hoak and Jack Owens 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	X		
Emma Bricker	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

- It was agreed that the monthly Board of Director's meetings would continue to take place on the 2<sup>nd</sup> Thursday of each month at 10:00am.
- Sarah Fleming was re-appointed as the Record Retention Officer for LFSWCD.
- Sarah Fleming was appointed as the FIOA officer for LFSWCD with Allyson Ponn as her backup.

**Treasurer & Finance Report: Stephanie Shillingburg**

- REMINDER: There will be a Finance Committee meeting held on 9/11/2025 at 9:30am prior to the Board of Directors meeting.



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**MOTION:** to Accept and file for audit the Treasurer’s Report/Documents for November 2025 (as presented in the Board Packet).

**Motion made by Kermit Gaither, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither, Reid Hoak and Jack Owens were absent at the time of vote.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>		<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
Emma Bricker	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

**Board Secretary/Administrative Specialist: Sarah Fleming**

- Reviewed her written report.

**Technical Staff Reports:**

**Education and Conservation Specialist, Allyson Ponn:**

- In Allyson absence Nick reviewed her upcoming events, highlighting the Local Envirothon to be held March 25, 2026, at the Museum of the Shenandoah Valley.

**Supervising Conservation Specialist, Dana Gochenour:**

- Reviewed written report.

**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.
- Has completed his Leadership Course through the Shenandoah County Chamber of Commerce.

**Conservation Specialist, Madison Coffey:**

- Reviewed written report.

**Conservation Specialist, Ben Loyd**

- Reviewed written report.

**Conservation Specialist – Brett Ramer**

- Reviewed written report.
- Annual Conference participation update.

**Conservation Specialist – Olivia Donachie**

- Reviewed written report.
- Annual Conference participation update.

**Program Support Specialist, Lisa Parks:**

- Reviewed written report.



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**Committee Updates:**

**Conservation Technical - Mary Gessner**

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

Motion to recommend the board approve all tax credits as presented.

CP-13-24-0029	13-25-0062	651612	Clarke/Extension of Watering System	SL-7	\$	4,188.28

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



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Motion to recommend the board approve all SL-8Bs and SL-8Ms as presented.

N/A	13-26-0072	731584	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	113	18.88	Y	\$	2,660.40
N/A	13-26-0068	731502	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	112	18.68	Y	\$	1,954.80
N/A	13-26-0077	731638	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	108	19.49	Y	\$	2,915.10
N/A	13-26-0068	731477	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	107	16.48	Y	\$	2,880.00
N/A	13-26-0068	731406	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	107	31.08	Y	\$	1,350.00
N/A	13-26-0068	731504	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	12.47	Y	\$	5,226.30
N/A	13-26-0077	731636	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	25.78	Y	\$	1,097.10
N/A	13-26-0096	732590	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	26.96	Y	\$	980.00
N/A	13-26-0080	732141	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	106	27.41	Y	\$	1,644.30
N/A	13-26-0080	732138	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	105	27.93	Y	\$	270.00
N/A	13-26-0068	731475	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	105	30.59	Y	\$	1,170.00
N/A	13-26-0068	731501	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	104	21.30	Y	\$	1,269.90
N/A	13-26-0068	731478	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	24.11	Y	\$	810.00
N/A	13-26-0077	731640	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	103	26.79	Y	\$	720.00
N/A	13-26-0063	730931	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	102	26.99	N	\$	2,380.05
N/A	13-26-0072	731583	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	101	12.87	Y	\$	5,751.00
N/A	13-26-0068	731407	Shenandoah	Small Grain and Mixed Cover Cr	SL-8M	High	101	33.37	Y	\$	540.00
N/A	13-26-0075	731604	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	99	20.35	Y	\$	3,494.40
N/A	13-26-0062	730812	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	99	24.11	Y	\$	1,760.00
N/A	13-26-0078	731641	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	98	10.87	Y	\$	11,889.20
N/A	13-26-0068	731480	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	95	11.33	Y	\$	34,324.20
N/A	13-26-0063	730820	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	95	16.75	Y	\$	5,376.00
N/A	13-26-0051	731323	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	93	24.83	Y	\$	2,429.70
N/A	13-26-0069	731398	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	93	25.90	Y	\$	1,380.40
N/A	13-26-0024	731529	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	91	23.27	Y	\$	1,752.30
N/A	13-26-0070	731538	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	85	12.80	Y	\$	5,600.80
N/A	13-26-0024	731528	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	85	16.58	Y	\$	3,654.00
N/A	13-26-0051	731256	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High	80	14.83	Y	\$	5,250.70
N/A	13-26-0068	731481	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High		26.04	Y	\$	450.00
N/A	13-26-0024	731530	Shenandoah	Small Grain and Mixed Cover C	SL-8B	High		26.60	Y	\$	450.00
N/A	13-26-0067	731377	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	104	15.73	Y	\$	6,329.40
N/A	13-26-0067	731374	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	98	13.41	Y	\$	9,322.20
N/A	13-26-0030	730800	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	97	21.81	Y	\$	3,628.00
N/A	13-26-0072	731579	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	94	16.47	Y	\$	6,275.70
N/A	13-26-0067	731372	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	93	15.95	Y	\$	4,113.00
N/A	13-26-0081	732083	Clarke	Small Grain and Mixed Cover C	SL-8B	Medium	93	27.26	Y	\$	770.00
N/A	13-26-0069	731401	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	91	25.79	Y	\$	2,428.90
N/A	13-26-0067	731337	Frederick	Small Grain and Mixed Cover C	SL-8B	Medium	90	15.31	Y	\$	6,600.00
N/A	13-26-0069	731399	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	90	30.16	Y	\$	504.70
N/A	13-26-0072	731594	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Medium	88	24.33	Y	\$	2,874.00
N/A	13-26-0067	731371	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	95	25.41	Y	\$	2,768.40
N/A	13-26-0067	731370	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	95	26.98	Y	\$	2,241.00
N/A	13-26-0067	731365	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	94	27.16	Y	\$	2,475.00
N/A	13-26-0081	732103	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	92	30.59	Y	\$	3,244.50
N/A	13-26-0067	731382	Warren	Small Grain and Mixed Cover C	SL-8B	Low	86	21.33	Y	\$	4,602.00
N/A	13-26-0060	730790	Frederick	Small Grain and Mixed Cover C	SL-8B	Low	81	17.54	Y	\$	24,768.00
N/A	13-26-0069	731402	Shenandoah	Small Grain and Mixed Cover C	SL-8B	Low	81	32.11	Y	\$	1,483.60
N/A	13-26-0059	730729	Clarke	Small Grain and Mixed Cover C	SL-8B	Low	79	39.96	Y	\$	770.00
N/A	13-26-0067	731384	Warren	Small Grain and Mixed Cover C	SL-8B	Low	77	20.26	Y	\$	8,168.00
N/A	13-26-0067	731386	Warren	Small Grain and Mixed Cover C	SL-8B	Low	74	25.80	Y	\$	7,984.00

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



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Motion to recommend the board approve all SL-8Hs as presented.

N/A	13-26-0058	730725	Shenandoah	Harvestable Cover Crop	SL-8H	High	105	31.84	N	\$	2,753.80
N/A	13-26-0061	730809	Shenandoah	Harvestable Cover Crop	SL-8H	High	104	48.58	N	\$	306.80
N/A	13-26-0072	731533	Shenandoah	Harvestable Cover Crop	SL-8H	High	102	35.33	N	\$	835.00
N/A	13-26-0071	731572	Shenandoah	Harvestable Cover Crop	SL-8H	High	100	32.31	N	\$	2,033.80
N/A	13-26-0071	731573	Shenandoah	Harvestable Cover Crop	SL-8H	High	100	34.13	N	\$	1,433.80
N/A	13-26-0058	730726	Shenandoah	Harvestable Cover Crop	SL-8H	High	99	42.51	N	\$	236.40
N/A	13-26-0075	731539	Shenandoah	Harvestable Cover Crop	SL-8H	High	98	33.23	N	\$	2,273.00
N/A	13-26-0057	730684	Shenandoah	Harvestable Cover Crop	SL-8H	High	97	44.49	N	\$	210.00
N/A	13-26-0072	731588	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	40.44	N	\$	620.00
N/A	13-26-0024	731517	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	41.15	N	\$	462.00
N/A	13-26-0058	730703	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	44.64	N	\$	574.00
N/A	13-26-0061	730805	Shenandoah	Harvestable Cover Crop	SL-8H	High	95	50.26	N	\$	80.00
N/A	13-26-0079	731642	Shenandoah	Harvestable Cover Crop	SL-8H	High	95		N	\$	796.80
N/A	13-26-0070	731540	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	31.93	N	\$	2,478.00
N/A	13-26-0063	730909	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	37.82	N	\$	4,051.80
N/A	13-26-0061	730808	Shenandoah	Harvestable Cover Crop	SL-8H	High	94	44.75	N	\$	225.80
N/A	13-26-0024	731523	Shenandoah	Harvestable Cover Crop	SL-8H	High	92	37.24	N	\$	1,578.20
N/A	13-26-0024	731520	Shenandoah	Harvestable Cover Crop	SL-8H	High	92	42.70	N	\$	198.00
N/A	13-26-0070	731541	Shenandoah	Harvestable Cover Crop	SL-8H	High	91	37.32	N	\$	996.40
N/A	13-26-0024	731521	Shenandoah	Harvestable Cover Crop	SL-8H	High	89	47.26	N	\$	435.80
N/A	13-26-0024	731524	Shenandoah	Harvestable Cover Crop	SL-8H	High	89	48.60	N	\$	367.40
N/A	13-26-0076	731607	Shenandoah	Harvestable Cover Crop	SL-8H	High	88	44.57	N	\$	164.00
N/A	13-26-0054	730500	Shenandoah	Harvestable Cover Crop	SL-8H	High	87	46.09	N	\$	260.00
N/A	13-26-0051	731316	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	41.60	N	\$	143.80
N/A	13-26-0069	731397	Shenandoah	Harvestable Cover Crop	SL-8H	High	86	42.82	N	\$	645.40
N/A	13-26-0054	730728	Shenandoah	Harvestable Cover Crop	SL-8H	High	80	41.84	N	\$	308.00
N/A	13-26-0024	731526	Shenandoah	Harvestable Cover Crop	SL-8H	High	80	42.98	N	\$	46.00
N/A	13-26-0054	730730	Shenandoah	Harvestable Cover Crop	SL-8H	High	78	43.69	N	\$	120.00
N/A	13-26-0072	731566	Shenandoah	Harvestable Cover Crop	SL-8H	High		35.95	N	\$	748.80
N/A	13-26-0096	732552	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	106	43.76	N	\$	1,062.30
N/A	13-26-0066	731257	Clarke	Harvestable Cover Crop	SL-8H	Medium	99	40.12	N	\$	697.20
N/A	13-26-0066	731250	Clarke	Harvestable Cover Crop	SL-8H	Medium	97	37.22	N	\$	864.80
N/A	13-26-0065	731132	Frederick	Harvestable Cover Crop	SL-8H	Medium	95	34.27	N	\$	1,353.80
N/A	13-26-0067	731355	Clarke	Harvestable Cover Crop	SL-8H	Medium	95	36.62	N	\$	1,096.00
N/A	13-26-0065	731133	Frederick	Harvestable Cover Crop	SL-8H	Medium	95	37.39	N	\$	919.80
N/A	13-26-0096	732553	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	95	42.79	N	\$	1,084.20
N/A	13-26-0066	731124	Shenandoah	Harvestable Cover Crop	SL-8H	Medium	95	45.47	N	\$	409.80
N/A	13-26-0067	731338	Clarke	Harvestable Cover Crop	SL-8H	Medium	95	34.66	N	\$	2,570.00
N/A	13-26-0067	731346	Clarke	Harvestable Cover Crop	SL-8H	Medium	95	35.19	N	\$	1,640.00
N/A	13-26-0067	731339	Clarke	Harvestable Cover Crop	SL-8H	Medium	79	38.46	N	\$	4,878.00
N/A	13-26-0067	731359	Clarke	Harvestable Cover Crop	SL-8H	Low	100	38.17	N	\$	2,968.00
N/A	13-26-0067	731357	Clarke	Harvestable Cover Crop	SL-8H	Low	95	38.00	N	\$	1,740.00
N/A	13-26-0067	731358	Clarke	Harvestable Cover Crop	SL-8H	Low	95	45.86	N	\$	516.00
N/A	13-26-0067	731340	Clarke	Harvestable Cover Crop	SL-8H	Low	95	41.63	N	\$	1,084.00
N/A	13-26-0067	731341	Clarke	Harvestable Cover Crop	SL-8H	Low	92	37.32	N	\$	1,678.00
N/A	13-26-0067	731363	Clarke	Harvestable Cover Crop	SL-8H	Low	92	42.25	N	\$	1,028.00
N/A	13-26-0067	731345	Clarke	Harvestable Cover Crop	SL-8H	Low	91	42.86	N	\$	1,356.00
N/A	13-26-0067	731344	Clarke	Harvestable Cover Crop	SL-8H	Low	89	43.65	N	\$	1,286.00
N/A	13-26-0067	731343	Clarke	Harvestable Cover Crop	SL-8H	Low	87	52.02	N	\$	570.00
N/A	13-26-0037	731060	Clarke	Harvestable Cover Crop	SL-8H	Low	85	55.90	N	\$	350.00
N/A	13-26-0065	731136	Frederick	Harvestable Cover Crop	SL-8H	Low	81	56.74	N	\$	173.80

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



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Motion to recommend the board approve cost share increase for 13-26-0008 WP-2W for engineering costs.

CP-13-26-0005	13-26-0008	663300	Warren	Streambank Stabilization	WP-2A					N	\$	24,750.00

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

Motion to recommend the board approve all CCI-WP-4s as presented.

N/A	13-26-0083	732094	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	High	120	40.23	N	\$	5,700.00
N/A	13-26-0024	731748	Shenandoah	Animal Waste Control Facilities	CCI-WP-4	High	103	40.75	N	\$	8,448.75

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

Motion to recommend the board approve all CCI-SL-6Ws as presented.

N/A	13-26-0082	732084	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	119	23.37	N	\$	11,277.50
N/A	13-26-0085	732104	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	115	22.03	N	\$	6,066.25
N/A	13-26-0083	732088	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	115	23.78	N	\$	4,033.75
N/A	13-26-0085	732101	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	113	22.31	N	\$	5,277.50
N/A	13-26-0084	732099	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	111	24.63	N	\$	4,006.25
N/A	13-26-0024	731841	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	High	99	25.39	N	\$	2,706.25
N/A	13-26-0090	732133	Frederick	Stream Exclusion with Wide W	CCI-SL-6W	Medium	139	25.32	N	\$	9,687.50
N/A	13-26-0011	731395	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	135	26.03	N	\$	15,210.00
N/A	13-26-0092	732230	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	126	28.63	N	\$	4,062.50
N/A	13-26-0089	732132	Frederick	Stream Exclusion with Wide W	CCI-SL-6W	Medium	118	26.67	N	\$	4,650.00
N/A	13-26-0073	731591	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Medium	96	31.10	N	\$	4,787.50
N/A	13-26-0093	732247	Clarke	Stream Exclusion with Wide W	CCI-SL-6W	Low	128	33.97	N	\$	6,767.50
N/A	13-26-0087	732106	Shenandoah	Stream Exclusion with Wide W	CCI-SL-6W	Low	96	35.24	N	\$	10,431.25

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



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Motion to recommend the board approve contracts 13-26-0011 CCI-FRB-1 and 13-26-0087 CCI-HRB-1.											
N/A	13-26-0011	731479	Clarke	Forested Riparian Buffer - Main	CCI-FRB-1	Medium	104	40.31	N	\$	2,484.00
N/A	13-26-0087	732107	Shenandoah	Herbaceous Riparian Buffer - Main	CCI-HRB-1	Low	96	44.76	N	\$	150.00

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

Motion to recommend the board approve conservation plan and cost share for 13-26-0091 SL-6W and FR-3.											
CP-13-26-0021	13-26-0091	732229	Shenandoah	Stream Exclusion with Wide W	SL-6W	High	114	12.27	Y	\$	99,044.15
CP-13-26-0021	13-26-0091	732233	Shenandoah	Woodland buffer filter area	FR-3	High	93	20.82	Y	\$	18,405.30

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

Motion to recommend the board approve cost share for contract 13-26-0088 NM-1A.											
N/A	13-26-0088	732118	Shenandoah	Nutrient Management Plan Writ	NM-1A	High	109	14.08	Y	\$	2,042.00

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



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Motion to recommend the board approve conservation plan and cost share for 13-26-0095 SL-1											
CP-13-26-0022	13-26-0095	732477	Shenandoah	Long Term Veg. Cover on Cro	SL-1	High	104	30.03	N	\$	8,875.00

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

Motion to recommend the board approve cost share for both NM-6 instances for contract 13-26-0071.											
N/A	13-26-0071	731575	Shenandoah	Manure Injection	NM-6	High	72	30.81	N	\$	4,575.60
N/A	13-26-0071	731576	Shenandoah	Manure Injection	NM-6	High	72	34.59	N	\$	3,225.60

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

Motion to recommend the board approve cost share for Variance 13-26-0039 SL-6W.											
CP-13-26-0020	13-26-0039	730028	Clarke	Stream Exclusion with Wide W	SL-6W	Medium	122	12.82	Y	\$	528,256.75

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

Motion to recommend the board approve conservation plan and cost share for 13-26-0094 FR-3.											
CP-13-23-0025	13-26-0094	732476	Clarke	Riparian Forest Buffer	FR-3	Medium	93	18.18	Y	\$	14,980.50

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



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Motion to recommend the board approve cost share for Variance 13-26-0042 SL-6W.											
CP-13-25-0055	13-26-0042	730372	Shenandoah	Stream Exclusion with Wide W	SL-6W	Low	104	28.83	Y	\$	501,789.25

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

Motion to recommend the board approve modifications for conservation plan CP-12-23-0022.

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

Motion to recommend the board delegate authority to the CTC Chair and/or Board Chair for end of year action needed for cost share or tax credits. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Reid Hoak and Jack Owens 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	X		
Emma Bricker	X			*Reid Hoak			
Mark Huddleston	X			*Kermit Gaither			
Robert Clark	X			*Jack Owens			

**Dam Safety & Conservation Easements - Jim Fagan**

- Have been asked by the Town of Woodstock to participate in an Emergency Action Plan table discussion for the Woodstock Dam.
- The State has voted to transition the Remote Monitoring Service from cellular to satellite.

**Education & Information – Joan Comanor**

- No new items.

**Legislative – Paul Burkholder**

- Covered during Chair report.

**Personnel – Joan Comanor**

- Staff reviews will be held on January 14, 2025.

**Operations – Justin Mackay-Smith**

- No new items.



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**Local Agency Updates:**

**Northern Shenandoah Valley Regional Commission – Mary Gessner**

- Reviewed the written report.
  - Highlighted the newly launched Septic Pump-Out Program

**Shenandoah County Water Resources Advisory Committee – Joan Comanor**

- No new items to report.

**Shenandoah Pure Water Forum – Jack Owens**

- In Jack’s absence Mary reported that there were still some grant funds available through Pure Water Forum.

**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

**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 Reid Hoak. Motion Passed. Voting Ballot is as follows.**

*\*Kermit Gaither, Reid Hoak and Jack Owens were absent at the time of vote.*

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>		<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Joan Comanor	X				Randy Buckley	X		
Mary Gessner	X				Justin Mackay-Smith	X		
James Fagan	X				Paul Burkholder	X		
Emma Bricker	X				*Reid Hoak			
Mark Huddleston	X				*Kermit Gaither			
Robert Clark	X				*Jack Owens			

**The meeting adjourned at approximately 11:59am.**

*Respectfully submitted,  
 Sarah R. Fleming,*

Board Secretary

Approved by the Board through motion on: January 14, 2026