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

The June 11, 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
James Fagan
Justin Mackay-Smith
Randy Buckley
Mark Huddleston
Kermit Gaither
Robert Clark

Associate Directors

Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC/DCR
Cynthia Fairbanks, VA Cooperative Ext.

LFSWCD Staff Members

Dana Gochenour
Allyson Ponn
Ben Loyd
Madison Coffey
Brett Ramer
Olivia Donachie
Nick Livesay
Lisa Parks

Absent Directors or Staff:

Emma Bricker
Jason Bushong
Paul Burkholder
Sarah Fleming
Reid Hoak
Ed Pendelton

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:01 am.

Chairwoman's Report: Joan Comanor

- Reviewed written report.
- General discussion on filling Director and Associate Director seats for Frederick and Shenandoah counties.
- Overview of grant deliverables.



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MOTION: Board approval of the May 14 Board of Director meeting minutes as presented in the Board Packet. Motion made by Mark Huddleston, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Due to Administrative Manager’s medical leave, the May and June statements will be reconcealed in July.
- General discussion on proposed PY26 budget. Increases included scholarship finding, inclusion on Area 1 Spring meeting, insurance coverage, COLA and Merit increased for staff, totaling a 10% increase from last year.

MOTION: to Accept the proposed PY26 budget (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Mark Huddleston. Motion Passed. *some budget numbers subject to change due to pending VA finalized budget.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to Accept and file for audit the Treasurer’s Report/Documents and meeting minutes/documents for May 2026 (as presented in the Board Packet). Motion made by Robert Clarke, seconded by Mark Huddleston. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Board Secretary/Administrative Manager: Sarah Fleming

- Medical leave. Written report reviewed.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Commended staff for their hard work to finish the PY26 program year.
- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Highlighted completing the JLARC staff survey.
- General discussion on ASA Complaint process, technical assistance provided and stocking rates.



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Conservation Specialist, Madison Coffey:

- Reviewed written report.
- Noted most of staff time being filled with closing projects before 6/30 deadline.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Lots of project payouts.

Conservation Specialist – Brett Ramer

- Reviewed written report.
- Spoke of initial site visits and verifications completed.

Conservation Specialist – Olivia Donachie

- Reviewed written report.
- Reviewed trainings, outreach events and meetings attended.

Program Support Specialist, Lisa Parks:

- Reviewed written report.
- Highlighted Dams EAP process, VCAP updates and completing resource concerns.

Education and Conservation Specialist, Allyson Ponn:

- Reviewed written report.
- Provided update on Cover crops, Envirothon and potential outreach events. General discussion on “Conservation Speed Dating”.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion 1: Motion to recommend the board approve all tax credits as presented on the agenda									
CP-13-25-0039	13-25-0097	649338	Clarke/Stream Exclusion with Narrow Buffer	SL-6N	\$	4,781.25			
CP-13-23-0018	13-24-0081	583895	Fred./Afforestation of Hayland	FR-1	\$	226.11			
CP-13-26-0032	13-26-0111	737165	Fred./Extension of a Grazing System	SL-7	\$	978.75			
CP-13-26-0032	13-26-0111	737149	Fred./Stream Exclusion with Narrow Buffer	SL-6N	\$	4,846.48			
CP-13-24-0009	13-24-0014	584633	Fred./Afforestation of Hayland	FR-1	\$	97.98			

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 2: Motion to recommend the board approve sending contract 13-26-0014 WP-4C and WP-4 to the Variance Committee for review.

CP-13-26-0011	13-26-0014	712451	Shenandoah	Animal Mortality Facility	WP-4C			\$	93,885.00
CP-13-26-0011	13-26-0014	712450	Shenandoah	Animal Waste Management	WP-4C			\$	252,146.40

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 3: Motion to recommend the board approve cost share increase for contract 13-26-0014 WP-4C and WP-4 pending Variance Committee approval.											
CP-13-26-0011	13-26-0014	712451	Shenandoah	Animal Mortality Facility	WP-4C					\$	52,407.30
CP-13-26-0011	13-26-0014	712450	Shenandoah	Animal Waste Management	WP-4C					\$	3,176.25

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 4: Motion to recommend the board approve cost share for CCI SL-6W13-26-0119 instance 738212.											
N/A	13-26-0119	738212	Shenandoah	Stream Exclusion with Wide Width	CCI-SL-6W	High	125	24.11	N	\$	6,282.50

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 5: Motion to recommend the board approve cost share for CCI SL-6W13-26-0119 instance 738869.											
N/A	13-26-0119	738869	Shenandoah	Stream Exclusion with Wide Width	CCI-SL-6W	High	125	24.12	N	\$	5,675.00

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 6: Motion to recommend the board approve cost share for NM-3C 13-26-0121.											
N/A	13-26-0121	738397	Shenandoah	Sidedress Application of Nitrogen	NM-3C	High	87	47.38	N	\$	199.50

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 7: Motion to recommend the board deny cost share for contract 13-26-0122 SL-6W due to excessive cost and minimal conservation benefits.											
CP-13-26-0038	13-26-0122	738598	Shenandoah	Stream Exclusion with Wide Width	SL-6W	High	43	16.55	Y	\$	101,289.00

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 8: Motion to recommend the board approve increase for both instances of SL-1s for contract 13-25-0010.										
	13-25-0010	593075	Frederick/ Long Term Veg. Cover	SL-1	Low	72	39.58		\$	699.83
	13-25-0010	593362	Frederick/ Long Term Veg. Cover	SL-1	Low	72	33.78		\$	1,537.52

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 9: Motion to recommend the board approve contract 13-21-0022 SL-1 as a Failure Due to Unknown Causes										

- Discussion on EAN vs failure due to unknown causes. This allows DCR to make final determination, not LFSWCD staff.
- Discussion on process moving forward.

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 10: Motion to recommend the board approve draft Average Cost List as presented.										
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 11: Motion to recommend the board approve draft secondary considerations and ranking spreadsheets as presented.										
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Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		



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Motion 12: Motion to recommend the board delegate authority to the CTC Chairs and Board Chair to approve any cost share and tax credit related items between the June and July board meetings.

Motion made by Mary Gessner, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 13: Motion to recommend the board approve the remainder of the CTC minutes as presented.

Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 14: Motion to recommend the board approve cost-share for contract 13-26-0071									
13-26-0071	739081	Shenandoah	Sidedress Appl	NM-3C	H	89	31.30	N	\$1,124.60
13-26-0071	739079	Shenandoah	Manure Injection	NM-6	H	81	30.81	N	\$4,575.60
13-26-0071	739080	Shenandoah	Manure Injection	NM-6	H	77	34.59	N	\$3,225.60

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Motion 15: Motion to recommend the board forward VCAP contract 13-26-005 to VCAP Steering Committee for approval.									
13-26-005	Frederick	ISR	\$	2,750.00					

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Joan Comanor	X			Randy Buckley	X		
Mary Gessner	X			Justin Mackay-Smith	X		
James Fagan	X			Robert Clark	X		
Mark Huddleston	X			Kermit Gaither	X		

Dam Safety & Conservation Easements - Jim Fagan

- Lauke Laura and Bird Haven Dams Emergency Action Plan (EAP) has been updated and finalized. Plan is good for 6 years.
- Jim and Olivia listened in on the DCR Dam Owners Meeting.
- Remote monitoring is being updated across the state and we expect new equipment for the LFSWCD dams in the next couple months.



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Education & Information – Joan Comanor

- Provided update on education numbers for the year and Envirothon updates.
- Mentioned Annual Report will be published in August.

Legislative – Paul Burkholder

- State budget approval anticipated. House and Senate coming back into session. Governor’s approval also needed.
- Soil and Water Board will meet on June 17th and will act on Board of Director and Dam updates.
- Soil and Water Board plan to call a special meeting in July specifically for grant agreements, policies and VACS allocations.

Personnel – Joan Comanor

- All staff reviews completed.

MOTION: to approve the staff salary adjustments as presented in the PY27 budget (provided in the Board packet). Motion made by Mark Huddleston, seconded by James Fagan. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to approve the Personnel meeting minutes from My 26, 2026 (as presented in the Board Packet). Motion made by James Fagan, seconded by Mark Huddleston. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Operations – Justin Mackay-Smith

MOTION: to approve the PY27 Annual Plan of Work (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

MOTION: to approve the updated Strategic Plan (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		



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MOTION: to approve the Operations Committee meeting minutes from May 14, 2026 (as presented in the Board Packet). Motion made by Justin Mackay-Smith, seconded by Marak Huddleston. Motion Passed.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to add to the written report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Noted that next meeting will discuss data centers.

Shenandoah Pure Water Forum – VACANT

- No report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Review of written report provided.
- Recently funded applications included 14 EQIP and 7 CSP projects.
 - Noted that Area 1 received \$6.5 million, with 50% going to livestock projects.
- Highlighted the upcoming Biological Farming Conference and outreach event at Jay Hafner’s farm.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report highlighting key items of importance.

Virginia Cooperative Extension: Robert “Bobby” Clark

- Provided overview of the household Well Water testing program. Over 200 participants across 5 counties. Highlighted how the water testing was completed and the 28 different parameters.
- Highlighted upcoming educational outreach, including sessions on animal mortality and famacha.
- Discussion of hay loss, estimating 75% loss in first cut of hay.

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.

Adjournment:

MOTION: to adjourn the Board of Directors meeting. Motion made by Justin Mackay-Smith, seconded by Robert Clark. Motion Passed. Voting Ballot is as follows.

<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				Robert Clark	X		
Mark Huddleston	X				Kermit Gaither	X		



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The meeting adjourned at approximately 11:37 AM.

Respectfully submitted,

Allyson Ponn Acting Board Secretary

Approved by the Board through motion on: 7/9/2026