



We work with the people who work the land.

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

MINUTES

The November 14, 2024, LFSWCD Board of Director's Meeting was held, in person, at West Oaks Farm & Market, Winchester, VA.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Paul Burkholder
Reid Hoak
Mark Huddleston
Emma Bricker
Randy Buckley
Kermit Gaither
Jack Owens

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Dana Gochenour
Sarah Fleming
Sam Shelton
Madison Coffey
Sabrina Heltzel
Ben Loyd
Allyson Ponn

Absent Directors or Staff:

Ira Richards
Jason Bushong
Nick Livesay

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



We work with the people who work the land.

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

MOTION: Board approval of the October 10, 2024, Board of Director meeting minutes. 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					Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
						Jack Owens	X		

Chairwoman’s Report: Joan Comanor

- The Chairwoman reviewed her written report.
- Approval of nomination of Bobby Clark as the Extension Agent to sit on Board as a Director

MOTION: Board approval of the nomination of Robert “Bobby” Clark to be appointed to the LFSWCD Director seat as the VA Cooperative Extension Agent representative. Motion made by Randy Buckley, 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					Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
						Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- Shared funding letter information from DCR for 2nd Quarter.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Randy Buckley. 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					Paul Burkholder	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
						Jack Owens	X		



We work with the people who work the land.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Will be attending the 4th Annual Women’s Leadership Symposium hosted by the Shenandoah County Chamber of Commerce at the Yellow Barn.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- On Leave.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.

Conservation Specialist, Sabrina Heltzel

- Shared written report via handout.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Conservation Technical Assistant, Sam Shelton

- Shared written report via handout.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
 - Gave an update on her attendance to the SECDEA Conference held in Pigeon Forge, TN.

Committee Updates:

Conservation Technical - Mary Gessner

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

MOTION: to recommend that the board approve ALL TAX CREDITS AND THEIR ASSOCIATED CONSERVATION PLANS as shown

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount
CP-13-23-0003	13-23-0019	516522	Fred./Extension of a Grazing Syst.	SL-7	\$ 1,662.11
CP-13-25-0005	13-25-0006	591470	Shen./Conversion of Crop to Hay	SL-1	\$ 1,570.62
CP-13-25-0005	13-25-0006	611304	Shen./Conversion of Crop to Hay	SL-1	\$ 791.19
CP-13-23-0016	13-24-0022	583362	Shen./Stream Exclusion	SL-6N	\$ 313.19
CP-13-23-0016	13-24-0022	583360	Shen./Stream Exclusion	SL-6W	\$ 509.95

and provided in the CTC minutes of the Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		



We work with the people who work the land.

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

MOTION: Motion to recommend that the board approve Cons Plan: NRCS, Contract: 13-25-0003, Instance: 642496, Practice Code: WP-4LC, Amount: COST SHARE \$142,829.12 Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		

MOTION: Motion to recommend that the board approve COST SHARE FOR ALL SL-8H PRACTICES as shown

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Estimated Cost Share Payment
N/A	13-25-0026	642481	Shen./Harvestable Cover Crop	SL-8H	\$ 2,589.60
N/A	13-25-0030	643172	Shen./Harvestable Cover Crop	SL-8H	\$ 3,724.00
N/A	13-25-0003	643182	Shen./Harvestable Cover Crop	SL-8H	\$ 1,723.40
N/A	13-25-0039	643655	Shen./Harvestable Cover Crop	SL-8H	\$ 3,582.60
N/A	13-25-0033	643187	Shen./Harvestable Cover Crop	SL-8H	\$ 290.20
N/A	13-25-0040	643571	Shen./Harvestable Cover Crop	SL-8H	\$ 3,652.80
N/A	13-25-0038	643566	Shen./Harvestable Cover Crop	SL-8H	\$ 2,183.40
N/A	13-25-0037	643562	Shen./Harvestable Cover Crop	SL-8H	\$ 606.80
N/A	13-25-0043	643580	Shen./Harvestable Cover Crop	SL-8H	\$ 3,069.20
N/A	13-25-0044	643654	Shen./Harvestable Cover Crop	SL-8H	\$ 1,201.80
N/A	13-25-0034	643188	Shen./Harvestable Cover Crop	SL-8H	\$ 260.00
N/A	13-25-0036	643558	Fred./Harvestable Cover Crop	SL-8H	\$ 999.80

and provided in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		



We work with the people who work the land.

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

MOTION: Motion to recommend that the board approve COST SHARE FOR ALL SL-8B PRACTICES as shown.

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Estimated Cost Share Payment
N/A	13-25-0033	643186	Shen./Small Grain CC with Residue	SL-8B	\$ 1,926.00
N/A	13-25-0003	643176	Shen./Small Grain CC with Residue	SL-8B	\$ 9,156.00
N/A	13-25-0042	643577	Shen./Small Grain CC with Residue	SL-8B	\$ 3,462.30
N/A	13-25-0026	642491	Shen./Small Grain CC with Residue	SL-8B	\$ 65,395.00
N/A	13-25-0030	643159	Shen./Small Grain CC with Residue	SL-8B	\$ 15,229.80
N/A	13-25-0037	643563	Shen./Small Grain CC with Residue	SL-8B	\$ 4,930.80
N/A	13-25-0038	643565	Shen./Small Grain CC with Residue	SL-8B	\$ 7,912.10
N/A	13-25-0040	643570	Shen./Small Grain CC with Residue	SL-8B	\$ 7,859.20
N/A	13-25-0027	642560	Fred./Small Grain CC with Residue	SL-8B	\$ 3,628.00
N/A	13-25-0029	642685	Shen./Small Grain CC with Residue	SL-8B	\$ 3,007.20
N/A	13-25-0043	643579	Shen./Small Grain CC with Residue	SL-8B	\$ 10,392.30
N/A	13-25-0028	642678	Clarke/Small Grain CC with Residue	SL-8B	\$ 23,297.40

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		

MOTION: Motion to recommend that the board approve submitting for variance review

Cons Plan: NRCS, Contract: 13-25-0032, Instance: 645395; 643184, Practice Code: WP-4LC; SL-8B

Amount: \$416,767.80; \$17,706.60. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		



We work with the people who work the land.

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

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0026, Contract: 13-25-0045, Instance: 645153, Practice Code: SL-6W, Amount: COST SHARE \$26,117.50. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0023, Contract: 13-25-0017, Instance: 642603; 642605; 642609, Practice Code: CCI SL-6N; SL-6N; FR-3, Amount: COST SHARE \$3,083.25; \$64,151.59; \$25,395.75. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				Jack Owens	X		

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0025, Contract: 13-25-0041, Instance: 643582; SL-6W, Amount: COST SHARE \$62,861.25. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker			X	Reid Hoak	X		
Mark Huddleston			X	Kermit Gaither	X		
				Jack Owens	X		

MOTION: Motion to recommend that the board approve INCREASE Cons Plan: n/a, Contract: 13-22-0017, Instance: 460437, Practice Code: SL-6W, Amount: \$7,702.21. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot 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			Paul Burkholder	X		
Emma Bricker			X	Reid Hoak	X		
Mark Huddleston			X	Kermit Gaither	X		
				Jack Owens	X		



We work with the people who work the land.

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

MOTION: Motion to recommend that the board approve INCREASE Cons Plan: n/a, Contract: 13-24-0022, Instance: 583362; 583360, Practice Code: SL-6N; SL-6W, Amount: \$906.62; \$2,791.75. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Ballot 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				Paul Burkholder	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
					Jack Owens	X		

MOTION: Motion to recommend that the board approve submitting to the VCAP Steering committee Cons Plan: n/a, Contract: 13-25-003, Instance: n/a, Practice Code: CL-3, Amount: \$1,959.20. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot 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				Paul Burkholder	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
					Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- Jim gave a verbal report of the latest Dam Owners meeting and happenings.
 - Next virtual meeting will be on December 21, 2024.

Education & Information – Joan Comanor

- The committee meeting that was previously scheduled for December 12th will be moved to January 9th immediately following the Board of Directors meeting.

Legislative – Paul Burkholder

- Reviewed written report.
- Reid met with Delegate Wiley
- Jack will be meeting with Senator French
- Paul is on the docket to speak at the next Winchester Rotary meeting.

Miscellaneous:

Chairwoman Comanor announced that Clairmont Farms was awarded a Shenandoah River Basin Grand Award by DCR. Clermont representatives have been invited to the VASWCD Annual Conference Award Banquet to be held in Roanoke this December. VASWCD will sponsor partial fees for their attendance.

MOTION: Board approval to cover portion of remaining expenses, not covered by VASWCD, for Clairmont Farms representative(s) to participate at the VASWCD Annual Conference Awards Banquet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot 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				Paul Burkholder	X		
Emma Bricker	X				Reid Hoak	X		
Mark Huddleston	X				Kermit Gaither	X		
					Jack Owens	X		



We work with the people who work the land.

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

Personnel – Joan Comanor

- The committee will now meet AFTER the December 12th Board of Directors meeting (approx. 12noon) which was previously scheduled for prior to.

Operations – Justin Mackay-Smith

- No new activity.

Jack Owens departed the meeting at 11:00am

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed written report.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting scheduled for November 19th.

Jack Owens departed the meeting at 11:00am

Alliance for the Shenandoah Valley – Joan Comanor

- Review of the written report.
- Shared the Alliance's Annual Report.
- Discussion had on Solar Farms.

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 key items in her written report.
- Highlighted training dates & other important due dates.
 - Annual IT Security Training for Staff.
 - Director FOIA Training.

Virginia Cooperative Extension: Vacant.

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.



We work with the people who work the land.

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

Other:

- Debbie Cross, DCR/CDC recommends during the December Board meeting to delegate authority to CTC Chair and/or Board Chair for any necessary end of year approvals between the December 12, 2024, and January 9, 2025 Board meetings.
- Allyson Ponn explained the Award Itinerary.
 - The November 14, 2024, Board of Director’s meeting was followed by the Annual Awards Luncheon.

Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Jack Owens 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	X		
					*Jack Owens			

The meeting adjourned at approximately 11:30am.

Respectfully submitted,
Sarah R. Fleming
 Board Secretary

Approved by the Board through motion on: December 12, 2024.