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

MINUTES

The February 13, 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
James Fagan
Mary Gessner
Justin Mackay-Smith
Randy Buckley
Jack Owens
Robert Clark

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Marian Dalke, SAER (Cooperative Extension)
Brent Barriteau, NRCS
Alex Neufeld, NRCS

LFSWCD Staff Members

Dana Gochenour
Sam Shelton
Madison Coffey
Ben Loyd
Nick Livesay
Allyson Ponn
Sarah Fleming

Absent Directors or Staff:

Emma Bricker
Mark Huddleston
Paul Burkholder
Reid Hoak
Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel

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



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Introduction of Guests:

Marian Dalke; SAER (Cooperative Extension)
 Alex Neufeld, NRCS

Chairwoman’s Report: Joan Comanor

- Board and Staff Introduction to newcomers/guests.
- Chair report was reviewed.
- Upcoming Committee meetings for March.
 - Personnel will meet after the monthly Board meeting.
 - Operations will meet at 9am prior to the Board meeting.
- Welcome back Sarah.
- Sharing and discussion of the 2023 Potomac River Report Card. The Potomac has been upgraded to a “B”.
- Chairwoman has requested Sarah to make a log for District Committees to remind and track meetings. It is requested that each Committee meet at least twice per year.

MOTION: Board approval of the January 9, 2025, Board of Director meeting minutes, the January 9, 2025, Education and Information Committee minutes and the Personnel Committee meeting minutes from January 9, 2025, and January 21, 2025 as presented in the Board Packet. Motion made by Jack Owens, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The “Desktop Procedures for Fiscal Operations” has been reviewed. This action is performed as part of the Grant Deliverables for DCR.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.
- Thanked Staff and Board for their efforts and support while she was out of the office.



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Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.
- Gave a brief update on participation at Buffer Working Group held by NRCS.

Conservation Specialist, Sabrina Heltzel

- Absent from meeting.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Reported that he received his Conservation Planner Certification!

Education and Program Support Specialist, Allyson Ponn:

- Reviewed written report.
- The Area I Spring Meeting is March 25, 2025. Please register and let Sarah know. We will process one check for all attendance fees.
- Local Envirothon will be held April 1, 2025, at Seven Bends State Park, Woodstock, VA.
 - Sign up sheet was passed around for Board and Staff participation.
 - Gave a brief description of this year's Envirothon Topic; "Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change".

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0061 SL-6W											
CP-13-25-0029	13-25-0061	646672	Shenandoah	Stream Exclusi	SL-6W	High	101	16.60	Y	\$	367,651.25

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



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Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0100 WP-4 and WP-4FP

Contract	Plan	Parcel	County	Feature	Code	Priority	Area	Cost	Y/N	Cost
NRCS	13-25-0100	649405	Shenandoah	Animal waste c	WP-4	High	136	14.06	Y	\$ 72,034.20
NRCS	13-25-0100	649404	Shenandoah	Feeding Pad	WP-4FP	High	134	12.11	Y	\$ 109,334.20

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0096 SL-6N and SL-7

Contract	Plan	Parcel	County	Feature	Code	Priority	Area	Cost	Y/N	Cost
CP-13-25-0036	13-25-0096	649247	Shenandoah	Stream Exclusi	SL-6N	High	113	9.17	Y	\$ 89,739.38
CP-13-25-0036	13-25-0096	649248	Shenandoah	Extension of W	SL-7	High	120	36.90	N	\$ 18,225.63

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

Motion to recommend that the board send contract 13-25-0093 SL-6W and SL-7 to the DCR Variance Committee for review

Contract	Plan	Parcel	County	Feature	Code	Priority	Area	Cost	Y/N	Cost
CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclusi	SL-6W	High	102	12.26	Y	\$ 497,685.00
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of W	SL-7	High	100	31.93	N	\$ 27,822.30

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



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Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0095 SL-1

CP-13-25-0037	13-25-0095	649238	Shenandoah	Long Term Veg	SL-1	High	73	24.74	N	\$	3,706.60
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0099 SL-1

CP-13-25-0038	13-25-0099	649344	Shenandoah	Long Term Veg	SL-1	High	71	24.78	N	\$	4,433.30
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0097 SL-6N

CP-13-25-0039	13-25-0097	649338	Clarke	Stream Exclud	SL-6N	Medium	29	13.60	Y	\$	36,498.00
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0094 WP-4

CP-13-25-0035	13-25-0094	649069	Shenandoah	Animal waste c	WP-4	Low	90	28.30	Y	\$	61,134.15
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at time of vote.



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Mary Gessner	X					Justin Mackay-Smith	X		
James Fagan	X					*Paul Burkholder			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend the Board approve CP 13-25-0040; Contract: 13-25-0098; instances: 649342 FR-1 with cost share of \$6,069.38 & 649343 FR-1 with cost share of \$16,988.25 and associated cons plans. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- Dam Owners Workgroup virtual meeting on February 20, 2025. Jim will participate.

Education & Information – Joan Comanor

- Allyson reported that the applications have launched for both the YCC and District Scholarships.

Legislative – Paul Burkholder

- Please review Paul’s report in his absence.
- Jack gave a brief update on “Budget” happenings with House and Senate.

Personnel – Joan Comanor

- The committee will meet immediately following the March Board of Directors meeting.

Operations – Justin Mackay-Smith

- The committee will meet at 9:00am prior to the March Board of Directors 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

- Reviewed the written report.

Shenandoah Pure Water Forum – Jack Owens

- A new website is in the works.



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Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his handout on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie was absent from the meeting.

Virginia Cooperative Extension: Robert Clark

- No items to report.

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 Jack Owens, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither 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						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

The meeting adjourned at approximately 11:20am.

Respectfully submitted,
Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: March 13,2025.