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

The September 12, 2024, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

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

Associate Directors

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brian Brezinski, NRCS

LFSWCD Staff Members

Nick Livesay
Sarah Fleming
Sam Shelton
Madison Coffey
Sabrina Heltzel
Ben Loyd
Allyson Ponn

Absent Directors or Staff:

Kermit Gaither
Stephanie Shillingburg
Ed Pendleton
Ira Richards
Jason Bushong
Dana Gochenour

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:04 am.



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MOTION: Board approval of the August 8, 2024 Board of Director meeting and Personnel Committee meeting minutes.

Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent from the meeting.

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			
					Jack Owens	X		

Chairwoman’s Report: Joan Comanor

- The Chairwoman led a moment of silence in memory of Director Corey Childs.

MOTION: Board approval to send a donation of \$300.00 to the Corey Childs Memorial Endowment for the Virginia Tech Livestock Judging Program. **Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was absent from the meeting.

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			
					Jack Owens	X		

- There will be a vacancy on the Board until the Va Cooperative Extension decides how to fill the position. Per guidance from Debbie Cross, CDC/DCR the LFSWCD Board will operate with a Board of eleven (11) Directors verses twelve (12) until such appointment is made.
- Reviewed written Report.
- Shared an article from the Northern Virginia Daily featuring staff member, Nick Livesay.
- Discussed Annual Awards Luncheon. The luncheon will be held in Frederick County this year location TBA.
 - An email was sent to Directors and Staff for suggested nominations.

Treasurer & Finance Report: Stephanie Shillingburg

- The Finance Committee met September 12 @ 9:30am.
- Suggested Dedicated reserves were presented to the committee for review/approval.

MOTION: Board approval of the FY25 Suggested Dedicated Reserve Fund Transfers as presented by Sarah Fleming. **Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was absent from the meeting.

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			
					Jack Owens	X		



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MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mark Huddleston, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows**Kermit Gaither was absent from the meeting.*

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			
					Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Absent due to VASWCD Committee responsibilities.

Senior Conservation Specialist, Nick Livesay:

- Reviewed report.
- Gave a review of Graves Mountain Training.

Conservation Specialist, Madison Coffey:

- August was busy w/ visits and preparations for Graves Mountain Training presentation.
 - Beginning Process - Animal Waste Project Steps
- Will participate at the Shenandoah County Farm Bureau banquet with Dana.

Conservation Specialist, Sabrina Heltzel

- Busy with lots of initial visits. Feels a recent article has generated lots of program interest.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Conservation Technical Assistant, Sam Shelton

- Keeping busy with EOL’s.
- VCAP is still getting new interest.
 - Ally added a brief update.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- FY25 Cover Crop application process has started
- She shared that she received a scholarship to attend the SEVSWCD Annual Conference to be held in Pigeon Forge, TN.



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Committee Updates:

Conservation Technical - Mary Gessner

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

MOTION: Board approval of tax credits for (Cons. Plan: CP-13-24-0023, Contract: 13-24-0078, Instance: 583598), (Cons. Plan: CP-13-24-0024, Contract: 13-24-0098, Instance: 586289), and (Cons. Plan: CP-13-24-0022, Contract: 13-24-0073, Instance: 583228) in the amounts of \$582.37, \$690.53, and \$3,026.00, respectively. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0008 Contract: 13-25-0009 Instances: 593051, 593027 Amounts: \$206,351.88, \$74730.00 Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0005 Contract: 13-25-0006 Instance: 611304 Amount: \$6880.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0017 Contract: 13-25-0019 Instances: 613145, 613205, 613147, 613143, 613155 Amounts: \$3,550.00, \$3,195.00, \$2840.00, \$4,260.00, \$7,455.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		



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MOTION: Board approval of Cons Plan: CP-13-25-0013 Contract: 13-25-0015 Instance: 601195 Amount: \$162,820.35. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0011 Contract: 13-25-0014 Instance: 600839 Amount: \$136608.13. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0016 Contract: 13-25-0020 Instance: 613210 Amount: \$5280.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0014 Contract: 13-25-0018 Instance: 613097 Amount: \$105495.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-20-0015 Contract: 13-25-0021 Instance: 613257 Amount: \$9,460.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		



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MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0013 Instance: 598982 Amount: \$2,399.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0016 Instance: 603247 Amount: \$2,112.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0017 Instance: 612573 Amount: \$6,620.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0010 Contract: 13-25-0012 Instance: 596141 Amount: \$86,003.25. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0018 Contract: 13-25-0022 Instances: 613994, 613894, 613987 Amounts: \$3,727.50, \$6,035.00, \$887.50. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		



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MOTION: Board approval of Cons Plan: CP-13-25-0019 Contract: 13-25-0010 Instances: 593398, 593361, 593362, 593075 Amounts: \$2,548.80, \$4,368.00, \$5,760.00, \$16,804.80. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of Cons Plan: CP-13-25-0009 Contract: 13-25-0011 Instance: 593146 Amount: \$248,884.38. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval the cancellation of Contract: 13-24-0005 Instance: 583418 Amount: \$15,474.80. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of an increase in cost share for Contract: 13-24-0098 Instance: 586287 Amount: \$12,498.12. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of the documentation providing proof of conservation plan for French Brothers Dairy's no-till drill and precision sprayer Equipment Tax Credit. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		



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MOTION: Board approval of an increase in funds to the variance contract: 13-24-0021 and to move forward for review by Sara Bottenfield, due to an EAN (Extreme Act of Nature). Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of delegated authority to CTC Chair, Mary Gessner to approve variance increase of funds for contract: 13-24-0021 upon DCR approval. of an increase in funds to the variance contract: 13-24-0021 and to move forward for review by Sara Bottenfield, due to an EAN (Extreme Act of Nature). Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval to move VCAP contract: 13-25-0003 application forward to State Steering Committee. Project estimated cost \$4,615.00 with VCAP cost share funding of \$2,692.00. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

MOTION: Board approval of the Clean Water Farm Award (CWFA) nominations for Frederick & Shenandoah County as presented during the 9/12/2024 Board. Motion made by Paul Burkholder, seconded by Jack Owens. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		



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MOTION: Board approval of the renomination of Clermont Farms for the Basin Clean Water Farm Award (CWFA) as presented during the 9/12/2024 Board. Motion made by Paul Burkholder, seconded by Jack Owens. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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			
				Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- We need rain. There is currently zero downstream flow from the dams.
- Jim & Dana are participating in the review of engineering proposals for the State.

Education & Information – Joan Comanor

- Reviewed the written report.
- Spoke on the “Common Agenda” (General Assembly member rankings) by the VA Conservation network.

Legislative – Paul Burkholder

- Paul reviewed provided handout.

Personnel – Joan Comanor

- No new items to report.

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Reviewed the written report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed the written report.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting is 9/19/2024 Luch @ 12noon, meeting starts @1:00pm at the Rockingham County School Board..

Alliance for the Shenandoah Valley – Joan Comanor

- The Alliance Board had their tour in August. This was held in the Smith Creek Watershed area.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his provided handout on NRCS happenings.

Paul Burkholder departed the meeting at 11:48 a.m.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Highlighted training dates & other important due dates.



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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.

Other:

Adjournment:

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

The meeting adjourned at approximately 12:00pm.

*Respectfully submitted,
 Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on: October 10, 2024