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## MINUTES

The February 8, 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  
Randy Buckley  
Jack Owens  
Kermit Gaither  
Reid Hoak

### Associate Directors

Stephanie Shillingburg

### Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR  
Brent Barriteau, NRCS  
Bobby Clark, Extension

### LFSWCD Staff Members

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

### Absent Directors or Staff:

Paul Burkholder  
Corey Childs  
Justin Mackay-Smith  
Emma Bricker  
Mark Huddleston  
Ed Pendelton  
Ira Richards  
Sabrina Heltzel

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*LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:05 am.*

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**Introduction of Guests:** Bobby Clark, on behalf of Va Cooperative Extension



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**Chairman’s Report:**

- We were able to check off several items on our Grant Deliverables page this month. Thanks to the Committees for getting these items completed.
- The Chairwoman reiterated the importance of Committee Participation.
- Shared 2 articles with the Group.
  - Top 10 Things to Know About Ag Carbon Markets
  - Chesapeake Bay Journal: How Well are Ag BMP Projects Helping the Bay

**MOTION:** Board approval of the January 2024 minutes. Motion made by Mary Gessner, seconded by Kermit Gaither.

**Motion Passed. Voting Ballot is as follows.** \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X				*Paul Burkholder			
*Emma Bricker					Reid Hoak	X		
*Mark Huddleston					Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

**Treasurer & Finance Report:** Stephanie Shillingburg

- Stephanie shared that she and Sarah will be participating in the Positive Pay training next week. Enrolling in this program is a proactive step in check fraud prevention.

**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X				*Paul Burkholder			
*Emma Bricker					Reid Hoak	X		
*Mark Huddleston					Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

- **A Finance Committee was held February 8, 2024, at 9:00am.**
  - The Purchasing Policy & Desktop Procedures were reviewed.
  - The Credit Card Policy was also reviewed. It was decided to request a slight increase to our credit limit.
  - Allyson Ponn presented a request for LFSWCD to act as the fiscal agent for Jr. Rangers Camp to be held at Seven Bends State Park. A dedicated line item would be added to the Budget for tracking purposes.
  - Nick Livesay presented information on the purchase of needed field equipment in the form of a laser transit unit. This would give staff the ability to survey property alone vs requiring multiple staff on one site. We could then also use current equipment at another site, giving them more availability.

**Motions for the above items are as follows:**



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**MOTION:** Board approval to proceed with request to increase the spending limit for the District Credit Card account from \$7,000 to \$10,000. Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval to add a line item and act as Fiscal Agent for Jr. Ranger Camp at Seven Bends State Park. An agreement will be written and signed by LFSCWD’s Allyson Ponn and Megan Dellinger, Park Ranger (Seven Bends) that upon dissolve of the Camp the remaining funds will be donated back to Friends of Seven Bends. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston 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			
James Fagan	X			*Paul Burkholder			
*Emma Bricker				Reid Hoak	X		
*Mark Huddleston				Kermit Gaither	X		
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval for the spending of up to \$1,500 for the purchase of a laser transit unit and carrying case. Motion made by Randy Buckley, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

- **The Finance Committee will meet on April 11, 2024, at 9:00am** prior to the monthly Board to discuss the upcoming FY25 Budget
  - Committee Chairs please submit any budget request you may have for FY25 by March 31,2024.

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

- Reviewed written report.



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**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Will be renewing her Certification.

**Senior Conservation Specialist, Nick Livesay:**

- Busy with EJAA updates.

**Conservation Specialist, Madison Coffey:**

- Will be contacting participants to let them know who their point of contact will be while she is on leave.

**Conservation Specialist, Sabrina Heltzel**

- Absent at time of meeting.

**Conservation Specialist, Ben Loyd**

- Attended the Va Forage and Grasslands Conference at BRCC. Is interested in earning his Forage and Grasslands Certification.
- Coming up on his 6-month “Workiversary”

**Conservation Technical Assistant, Sam Shelton**

- Lots of VCAP interest and follow up.

**Education and Program Support Specialist, Allyson Ponn:**

- Reviewed her written report.
- Lots of planning for events.
- Will be sending out a master list of upcoming events and happenings.

**Committee Updates:**

**Conservation Technical - Corey Childs / Mary Gessner**

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

**MOTION:** Board approval of SL-7 contracts 13-24-0005, 13-24-0076, 13-24-0079 with associated conservation plans. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
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James Fagan	X				*Paul Burkholder			
*Emma Bricker					Reid Hoak	X		
*Mark Huddleston					Kermit Gaither	X		
*Corey Childs					Jack Owens	X		



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**MOTION:** Board approval of SL-1 contracts 13-24-0080, 13-24-0078, 13-24-0077. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

**MOTION:** Board approval of SL-6 contract 13-24-0057 with associated conservation plans. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

**MOTION:** Board approval that participant Gochenour has the appropriate NMP and Conservation Plan for Equipment Tax Credit. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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

**MOTION:** Board approval of letter of support for SVCC to National Fish & Wildlife Federation. As presented in the 2/1/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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*Corey Childs				Jack Owens	X		



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

- Working on setting up a kickoff meeting since the committee merge and new director participation.
- Committee members please respond to the Doodle Poll sent by Dana.

#### **Education & Information – Joan Comanor**

- The committee will meet following today's Board.
- Ally has sent out the Newsletter, Great Job!

#### **Legislative – Paul Burkholder**

- Mr. Burkholder was absent from the meeting.
- Group discussion of General Assembly and Budget
  - Updates are being posted approx. every 2 weeks.
  - No budget items have been decided yet.

#### **Personnel – Joan Comanor**

- Mid-year Personnel Reviews were performed on February 6, 2024.
- The Minutes of the 2/6/2024 Personnel Committee Meeting were handed out during the 2/8/2024 Board Meeting for review.
- Phase 2 Directors Training will be held after the Area I Meeting on March 13, 2024.

#### **Operations – Justin Mackay-Smith**

Ally Spoke in Justin's absence.

- The Annual Plan of Work (APW) and Strategic Plan are up for annual review.
  - Final approval will be requested at the June 2024 Board meeting. Request for updates will be forthcoming.

### **Local Agency Updates:**

#### **Northern Shenandoah Valley Regional Commission – Paul Burkholder**

- Mr. Burkholder was absent from the meeting. No report was submitted.

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

- The February meeting was postponed to a later date – TBA

#### **Shenandoah Pure Water Forum – Mary Gessner**

- There are still some grant monies available, if interested in learning more contact them.

#### **Alliance for the Shenandoah Valley – Joan Comanor**

- Nothing to add to the written report.

### **Cooperating Agency Reports:**

#### **Natural Resources Conservation Service: Brent Barriteau**

- Brent distributed his written report and gave an update on NRCS happenings.

#### **Virginia Department of Conservation & Recreation: Debbie Cross**

- Debbie reviewed key items in her written report.
- March 13, 2024, Area I Spring Meeting
  - The Phase 2 Director Orientation will be held at the end of the meeting, 1-3pm. This training is mandatory for New Directors. If you do not participate at this event, you will need to participate at one of the remaining Area Meetings.
- Outreach Event reminder for Grant Deliverables.
- Dam Owners Meeting on February 15<sup>th</sup>.



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**Virginia Cooperative Extension: Corey Childs**

- Bobby Clark gave an update on Extension happenings in Corey’s absence.

**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 James Fagan, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Paul Burkholder, Corey Childs, Justin Mackay-Smith, Emma Bricker, and Mark Huddleston were absent at the time of vote.

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Mary Gessner	X				*Justin Mackay-Smith			
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*Emma Bricker					Reid Hoak	X		
*Mark Huddleston					Kermit Gaither	X		
*Corey Childs					Jack Owens	X		

The meeting adjourned at approximately 11:43am.

Respectfully submitted,

*Sarah R. Fleming*

Board Secretary

Board Approval Date: 3/14/2024