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

The March 14, 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
Justin Mackay-Smith
Randy Buckley
Jack Owens
Reid Hoak
Paul Burkholder
Mark Huddleston

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Sam Shelton
Allyson Ponn
Ben Loyd
Sabrina Heltzel

Absent Directors or Staff:

Emma Bricker
Corey Childs
James Fagan
Kermit Gaither
Ira Richards
Jason Bushong
Madison Coffey

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



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MOTION: Board approval of the February 2024 minutes. Motion made by Mary Gessner, seconded by Reid Hoak.

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

Jack Owens arrived at the Board meeting.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report. Made note that the report reviewed statement should say February vs January.
- A Finance Committee Meeting will be held April 11, 2024, at 9:00am prior to the Monthly Board.
 - FY25 Proposed Budget
 - Annual Plan of Work
- Please submit any budget requests to Sarah by March 31,2024.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Shared that she has gained her recertification for PACE (The Professional Administrative Certificate of Excellence).

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Has started the scheduling process for her Re-Certification along with Nick. Sabrina and Sam are on the schedule for their initial Certification.

Senior Conservation Specialist, Nick Livesay:

- Busy with visits, new and current.
- Have received calls and scheduled visits in response to the Cultivate Agribusiness Conference at Laurel Ridge Community College where he presented / tabled for LFSWCD with Allyson Ponn.



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Conservation Specialist, Madison Coffey:

- On leave.

Conservation Specialist, Sabrina Heltzel

- Lots of new project interest and visits. Many are for Tree plantings.

Conservation Specialist, Ben Loyd

- Has been working on preparing Variance and Engineering packets for submission.

Conservation Technical Assistant, Sam Shelton

- Introduced a VCAP project that will be brought for motion during the CTC presentation.
- Receiving calls of interest on CCI's due to end of lifespan visits that were performed. 3 sign-ups so far, 2 visits scheduled and 1 more in the works.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- Spoke about upcoming local Envirothon and passed out a sign-up sheet for help with activities.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

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

MOTION: Board approval of tax credit associated with contract 13-24-0077 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Paul Burkholder, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | *Kermit Gaither | | | |
| *Corey Childs | | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-1 instance 585092 and 585091 under contract 13-24-0084 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | *Kermit Gaither | | | |
| *Corey Childs | | | | | Jack Owens | X | | |



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MOTION: to recommend that the board approve FR-1 instance 583895 and 583894 under contract 13-24-0081 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-8B contract 13-24-0088 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-8H contract 13-24-0087 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-8H instance 585100 and SL-8B instance 585099 under contract 13-24-0086 as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |



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MOTION: to recommend that the board approve contract 13-24-0082, associated conservation plan, and associated grazing management plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve to submit SL-6W instance 584933 and SL-6W instance 584926 under contract 13-24-0083 to the variance committee for review as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-7 instance 584623 under contract 13-24-0058 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve SL-6W instance 584621 under contract 13-24-0058 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |



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MOTION: to recommend that the board approve FR-3 contract 13-24-0085 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve contract 13-24-0089 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve FR-1 instance 584633 under contract 13-24-0014 and associated conservation plan as presented in the 3/7/2024 CTC minutes and included in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |

MOTION: to recommend that the board approve to submit the application for VCAP contract 13-24-005 to the State committee for review as presented by Sam Shelton during the 3/14/2024 Board meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | *Kermit Gaither | | | |
| *Corey Childs | | | | Jack Owens | X | | |



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MOTION: to recommend that the board approve FR-1 contract 13-24-0090 instance 585536 with cost share expense of \$9,288.00 and associated conservation plan as presented by Nick Livesay during the 3/14/2024 Board meeting. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | *Kermit Gaither | | | |
| *Corey Childs | | | | | Jack Owens | X | | |

Dam Safety & Conservation Easements - Jim Fagan

- Committee meeting will be held on April 11, 2024, following the monthly Board.
- Dana Gochenour reviewed the MOU for Joint Procurement as presented in the Board Packet.

MOTION: to recommend that the board approve the MOU of Joint Procurement of Engineering Services: Term Contract between SVSWCD and LFSWCD as presented by Dana Gochenour during the 3/14/2024 Board meeting and as shown in the Board Packet. Motion made by Justin Mackay-Smith, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither 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 | | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | *Kermit Gaither | | | |
| *Corey Childs | | | | | Jack Owens | X | | |

Education & Information – Joan Comanor

- The committee will meet following the April 11, 2024, Board meeting.
 - Choosing the LFSWCD Scholarship winner.
 - Review plans for our local Envirothon & Outreach Event.

Legislative – Paul Burkholder

- The committee will meet at 9:00am prior to the April 11, 2024, Board meeting.

Personnel – Joan Comanor

- Will be working with dana to schedule End of Year Personnel Reviews.
- There will be a Committee meeting following the May 9, 2024, Board Meeting to finalize potential policy changes.

Operations – Justin Mackay-Smith

- The committee will meet at 9:00am prior to the April 11, 2024, Board meeting.



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Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Paul Burkholder

- There was no meeting held in February. There will be a March meeting. Paul will review Agenda and participate if relevant.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.

Shenandoah Pure Water Forum – Mary Gessner

- The next meeting will take place at the Staunton Public Library on March 19, 2024, at 1:00pm.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

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

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- **Reminded all that Minutes must be taken during committee meetings.**
 - To include
 - date, time, participants, agenda / items discussed, any necessary motions made (a quorum must be met for motions to take place).
 - Minutes must be signed by the Committee Chair and given to the Board Secretary to include in the following Board Packet for Board Approval.
 - Meetings must be scheduled and posted at least 3 business days prior to be FIOA compliant.

Virginia Cooperative Extension: Corey Childs

- No representative in attendance.

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:



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Adjournment:

MOTION: to Adjourn. Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Corey Childs, James Fagan, and Kermit Gaither were 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 | | | | | Paul Burkholder | X | | |
| *Emma Bricker | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | *Kermit Gaither | | | |
| *Corey Childs | | | | | Jack Owens | X | | |

The meeting adjourned at approximately 12:05pm.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by Board Motion: April 11, 2024