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Strasburg, VA 22657
(540) 465-2424, Ext. 5
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MINUTES

The June 13, 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
Randy Buckley
Jack Owens
Paul Burkholder
Mark Huddleston
Emma Bricker
Corey Childs
Kermit Gaither

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Nick Livesay
Sarah Fleming
Sam Shelton
Sabrina Heltzel
Madison Coffey
Dana Gochenour

Absent Directors or Staff:

Reid Hoak
Ira Richards
Jason Bushong
Ben Loyd
Allyson Ponn

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:01 am.

Welcome Back Corey!



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MOTION: Board approval of the MAY 2024 Board of Director meeting minutes. Motion made by Mark Huddleston, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Discussion of Spongy Moth.
- Discussion of Outreach Event – Farmer’s Breakfast
 - Debbie gave kudos, an excellent event.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee will meet July 11, 2024, at 9:30am.

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. *Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Gave a brief presentation on paperless Board Packet options for Board meetings.
 - Projector Display
 - Tablet
 - It was decided to move forward with the Projector for the July 2024 meeting with an option for printed copies for those who may need them.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Wrapping up End of Fiscal Year 2024 items. Staff are busy taking in new projects and working on current/ongoing projects and tasks.



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Senior Conservation Specialist, Nick Livesay:

- Busy wrapping up FY24 projects and working with new and current BMP and field visits.

Conservation Specialist, Madison Coffey:

- Back to the office full time. Thanked staff for helping with her projects while out of the office.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Officially a Certified Conservation Planner!
- Discussed VAPS Wetland Training event.

Conservation Specialist, Ben Loyd

- Absent from meeting. Approved annual leave.

Conservation Technical Assistant, Sam Shelton

- Reviewed written report- gave VCAP update.
- Was given verbal/written acknowledgement that he will be receiving his Conservation Planner Certificate very soon.

Education and Program Support Specialist, Allyson Ponn:

- Absent from meeting. Approved training event.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

- Mary Reviewed the CTC Report.
- The CTC Committee will meet on June 27, 2024, for final approvals and necessary items for FY2024.
- There will be no CTC meeting in July 2024.
- Motions are as follows:

MOTION: to recommend that the board approve the tax credits for contract #13-23-0046, instances 520025 and 520030 in the amount of \$255.63 and \$6679.52, and the tax credit for contract #13-24-0080 instance 583736 in the amount of \$ 1507.06 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X				Kermit Gaither	X		
Corey Childs	X				Jack Owens	X		

MOTION: to recommend that the board approve an equipment tax credit for Jason Bushong for purchase of a manure spreader, as well as the associated conservation plan and nutrient management plan. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X				Kermit Gaither	X		
Corey Childs	X				Jack Owens	X		



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MOTION: to recommend that the board approve an increase to the approved variance cost-share for contract #13-22-0007 instance 439947 in the amount of \$29519.60. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve contract #13-24-0101 instance 588425 in the amount of \$7225.00.

Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve contract #13-24-0101 instance 587155 in the amount of \$26950.00.

Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve contract #13-24-0105 instances 588566 and 588565 in the amounts of \$26219.41 and \$62503.44, respectively, and associated conservation plan. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		



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MOTION: to recommend that the board approve contract #13-24-0103 instance 588344 in the amount of \$44818.40 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve an increase in VACS cost share and tax credit for contract #13-24-0027 in the amounts of \$152.57 and \$195.25, respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve contract #13-24-0104 instance 588498 in the amount of \$47565.67 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve an increase in VACS cost share and tax credit for contract #13-24-0091 instance 585542 in the amount of \$631.87 and \$697.69, respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		



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MOTION: to recommend that the board approve contract #13-24-0065 instance 588471 in the amount of \$148465.35 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board delegate authority to CTC Chairs & BOD Chair to take action on: projects between June BOD Meeting and the end of PY2024, carryover report, PY25 average cost list, and PY25 ranking spreadsheet/ secondary considerations. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board send a letter of support in regard to the Alliance for the Chesapeake Bay's Growing Greener Pastures proposal to the National Grazing Lands Coordinator. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board send a letter to Chase Lenz with Warren County, VA Zoning Department stating that the items in question are outside of the District's scope of programs and there are no additional comments from the District on the matter at hand. Presented to the Board by Dana Gochenour. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		



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Dam Safety & Conservation Easements - Jim Fagan

- Monitoring devices have been installed at both Dam locations.

Education & Information – Joan Comanor

- Nothing to add to report.

Legislative – Paul Burkholder

- Working to meet with Tim French.

Personnel – Joan Comanor

- The Personnel committee met on June 3, 2024. Staff reviews were performed, Job descriptions reviewed and updates/revisions made to the personnel policy.
- The following motions were made to accept/approve updates/revisions to the Personnel Policy as of July 1, 2024.

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE (page 3 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: c. LEAVE SHARING (page 4 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Randy Buckley, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: d. COMPENSATION FOR EXTRA TIME WORKED (page 5 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		



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MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: e. PARENTAL LEAVE (page 5 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mark Huddleston, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: h. SHORT-TERM DISABILITY (page 6 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

MOTION: to recommend that the board approve revisions to Personnel Policy section III. PERSONNEL MANMAGEMENT: E. TRAINING AND TRAVEL (page 8 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mark Huddleston, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

- Minutes of the June 3, 2024, Personnel Committee Meeting need to be approved /accepted by the Board.
 - A 3% COLA is recommended for all Staff effective July 1, 2024.
 - Individual staff merit and certification increases will also be effective July 1, 2024.
 - Motion as follows:



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MOTION: to recommend that the board approve the June 3, 2024, Personnel Committee meeting minutes as presented in the Board packet and by Joan Comanor during the Board meeting. Motion made by Mark Huddleston, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X				Kermit Gaither	X		
Corey Childs	X				Jack Owens	X		

MOTION: to recommend that Corey Childs be re-appointed as the representing Director/Cooperative Extension Agent for the LFSWCD Board of Directors. Motion made by Paul Burkholder, seconded by Mary gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X				Kermit Gaither	X		
Corey Childs	X				Jack Owens	X		

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- June meeting was cancelled.
- Next meeting in July.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.
- No meetings scheduled at this time.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting will be on June 18th. It will be a virtual meeting. Please refer to the email sent by Sarah for more info.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent presented and reviewed a handout of NRCS happenings.
- Brent will be holding a Local Workgroup meeting this afternoon. LFSWCD Board and Staff are welcome to participate.



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Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Recommended delegating authority for signing of Grant Agreements.

MOTION: to delegate authority to the Board Chair to sign DCR Grant Agreements once finalized and received.

Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

Virginia Cooperative Extension: Corey Childs

- Gave an update on Extension happenings.

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 Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, 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			
Mark Huddleston	X			Kermit Gaither	X		
Corey Childs	X			Jack Owens	X		

The meeting adjourned at approximately 12:10pm.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by the Board through motion on: July 11, 2024.