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

MINUTES

The December 8, 2022, 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

Richard Hoover, Chairman
Joan Comanor, Vice Chairwoman
Paul Burkholder
Mary Gessner
Wayne Webb
James Fagan
HB Simpson
Ira Richards
Kermit Gaither
Kitty Hockman-Nicholas
Corey Childs

Associate Directors

Bernard Nagelvoort
Stephanie Shillingburg

LFSWCD Staff Members

Sarah Fleming
Dana Gochenour
Allyson Ponn
Madison Coffey
Sabrina Vladu
Sam Shelton
Shannon Gaffey
Nick Livesay

Absent Directors or Staff:

Justin Mackay-Smith
Jason Bushong
Marietta Cater-Walls

Cooperating Agency Representatives & Guests in Attendance:

Brent Barriteau, NRCS
Connor D. Goolsby, Natural Resource Specialist/Department of Forestry
Robert Barrett, Smithsonian Mason School



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The meeting was called to order by Chairman Hoover at 10:04 am.

Introduction of Guests:

Connor D. Goolsby, Department of Forestry

Robert Barrett, Smithsonian/George Mason School of Conservation

- Approval of the November 2022 Minutes

MOTION: Board approval of the November 2022 minutes. Motion made by Joan Comanor, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. * Justin-Mackay was absent at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
Joan Comanor	X				Kitty Hockman-Nicholas	X		
Ira Richards	X				HB Simpson	X		
Corey Childs	X				Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

Chairman's Report: Richard Hoover

Chairman Hoover gave an introduction of Mr. Robert Barrett to the Board and invited him to become an Associate Director pending the Board's endorsement.

MOTION: the Board approves Mr. Robert Barrett as an Associate Director of the LFSWCD. Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. * Justin-Mackay was absent at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
Joan Comanor	X				Kitty Hockman-Nicholas	X		
Ira Richards	X				HB Simpson	X		
Corey Childs	X				Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

Chairman Hoover reviewed his written report.

- Discussion of the Annual Meeting happenings in Roanoke, VA December 4-7
- Nick Livesay, Conservation Specialist with LFSWCD was named as Employee of the Year by the VACDE.
- Paul Burkholder was named the Area I Chair.



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- Allyson Ponn reported that the Auction held at the Annual meeting raised over \$6,000.00 for the VSW Education Foundation.
- Shannon Gaffey represented LFSWCD in the “Parade of Districts”.
- Elections of Chair, Vice Chair, Treasurer and Secretary of the Board are needed. Mr. Hoover had asked for any changes or nominations to the current seats. None were given and a vote was recommended for seats to remain as held.

MOTION: the Board of Directors approve the following nominations for the 2023 Calendar Year: Chairman; Richard Hoover, Vice-Chair; Joan Comanor, Treasurer; Stephanie Shillingburg, Board Secretary; Sarah Fleming. Motion made by Wayne Webb, seconded by HB Simpson/Paul Burkholder. Motion Passed. Voting Ballot is as follows. * Justin-Mackay was absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Treasurer’s Report: Stephanie Shillingburg

- Mrs. Shillingburg reviewed her written report

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 HB Simpson. Motion Passed. Voting ballot is as follows. * Justin-Mackay was absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Nothing to add to written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Nothing to add to written report.



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Conservation Specialist, Nick Livesay:

- Nothing to add to written report.

Conservation Specialist, Madison Coffey:

- Nothing to add to written report.

Conservation Specialist, Sabrina Vladu

- Sabrina is taking on projects on her own and learning the end process.

Conservation Specialist, Shannon Gaffey

- The Annual meeting was a good experience, and she was able to participate in a couple trainings.
- Participated in the low stress cattle handling training through the Cooperative Extension Office.

Conservation Technical Assistant, Sam Shelton

- Also participated in the low stress cattle handling training through the Cooperative Extension Office.
- EOL's are complete, working on CCI's.

Education and Program Support Specialist, Allyson Ponn:

- All cover crops have been entered.
- Great feedback from the Luncheon.

Contractor for Conservation Services, Sheryl Ferguson:

- Not in attendance.

Alliance for the Shenandoah Valley: Joan Comanor

- Over 200 guests attended the "Outdoors is Yours" event. It was very well received and included multiple speakers. Mrs. Comanor shared a poster and elaborated on the event.

Conservation Easements Committee: Ira Richards

- Mr. Richards had nothing to report.

Conservation Technical Committee: Corey Childs

- Corey Childs reviewed the CTC report
- Motions were as follows

Motion: to recommend that the board approve the transfer of liability for project 13-21-0073 as listed in the minutes from the December 1, 2022, CTC meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. *Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.



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Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve contracts: 13-23-0039 FR-3, 13-23-0042 FR-3, 13-23-0056 FR-3 and all SL-8B and SL-8H projects as listed in the minutes from the December 1, 2022, CTC meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve 13-23-0037 WP-4SF project as listed in the minutes from the December 1, 2022, CTC meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb		X	

Motion: to recommend that the board approve 13-23-0043 SL-6N project as listed in the minutes from the December 1, 2022, CTC meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb		X	



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Motion: to recommend that the board move forward to the Variance committee 13-23-0046 SL-6W (520030 and 520025) project as listed in the minutes from the December 1, 2022, CTC meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb		X	

Motion: to approve for signature the letter requested by Emmanuel Equine as presented/read by Nick Livesay at the December 8, 2022, Board meeting. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Dam Safety Committee: James Fagan

- Upcoming meetings with Dam Safety Program January 17, 2023 & February 7, 2023.
- Requests a Staff Level member to commit to attend meetings and trainings.

Education and Information Committee: Joan Comanor

- There will be an Education & Information meeting immediately following the December 8, 2022 Board of Directors meeting.

Finance Committee: Wayne Webb

- A Finance meeting was held prior to the December 8, 2022, at 9:00am.
- The committee reviewed the SWCD Desktop Procedures for District Fiscal Operations and the LFSWCD Purchasing Policy.
- Mr. Webb gave a brief report on the meeting. The meeting minutes will be included in the January board packet.



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Legislative Committee: Paul Burkholder

- Mr. Burkholder will be meeting with Ed Pendleton in hopes of having him join the District as an Associate Director.

Mr. Burkholder excused himself from the meeting at approximately 11:15 am.

Northern Shenandoah Valley Regional Committee: Wayne Webb

- Mr. Webb attended the most recent meeting in person. He had nothing to add to his written report.

Operations Committee: Justin MacKay-Smith

- Mr. Mackay-Smith was absent from the meeting.

Personnel Committee: HB Simpson

- Received a letter from Amanda Pennington giving very wonderful remarks on district Staff – particularly, Dana, Nick and Madison.

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- Nothing to add to the written report.

Shenandoah Pure Water Forum: Dick Hoover

- Mr. Hoover was unable to attend the meeting held on December 2, 2022, in New Market, VA but did report that Warren County's Herschel Finch, a strong conservation advocate and member of the Isaak Walton League was made a member of the Forum's Board of Directors. Wayne Webb was in attendance and gave a brief update.

Urban BMP Committee: Kermit Gaither

- Mr. Gaither had nothing to reports.

Natural Resources Conservation Service: Brent Barriteau

- Mr. Barriteau reviewed his written report.
- NRCS was invited to attend the Annual Meeting for the VSW. He was able to participate and gave an update of his tie there.

Virginia Department of Conservation & Recreation: Debbie Cross

- Ms. Cross was absent from the meeting.

Virginia Cooperative Extension: Corey Childs

- Corey gave a brief report of current happenings.

Virginia Department of Forestry: Matt Wolanski

- Connor Goolsby was in attendance.



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Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

- Chairman Hoover presented Queen Street Diner / Jackie Ferguson a Certificate of Appreciation.

MOTION: to adjourn the Board of Director's Meeting. Motion made by Wayne Webb, seconded HB Simpson. Motion Passed. Voting ballot is as follows. * Justin Mackay-Smith and Paul Burkholder were absent at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
Joan Comanor	X				Kitty Hockman-Nicholas	X		
Ira Richards	X				HB Simpson	X		
Corey Childs	X				*Paul Burkholder			
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

The meeting adjourned at approx. 11:45 a.m.

Respectfully submitted,

Sarah R. Fleming

Board Secretary