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

**MINUTES**

The July 14, 2022, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center Room located at 726 E Queen Street, Strasburg, VA 22657.

Those attending were:

**LFSWCD Directors**

Richard Hoover, Chairman  
 Joan Comanor, Vice Chairwoman  
 Justin Mackay-Smith  
 Ira Richards  
 James Fagan  
 HB Simpson  
 Wayne Webb  
 Kitty Hockman-Nicholas  
 Paul Burkholder

**Associate Directors**

Bernard Nagelvoort

**Cooperating Agency Representatives & Guests in Attendance:**

Brent Barriteau, NRCS  
 Debbie Dross, CDC/DCR

**LFSWCD Staff Members**

Sarah Fleming  
 Dana Gochenour  
 Nick Livesay  
 Allyson Ponn  
 Sabrina Vladu

**Absent Directors or Staff:**

Kermit Gaither  
 Corey Childs  
 Mary Gessner  
 Sheryl Ferguson  
 Madison Coffey  
 Stephanie Shillingburg  
 Jason Bushong  
 Marietta Cater-Walls

***The meeting was called to order by Chairman Hoover at 10:00 am.***

- Approval of the June 2022 Minutes

**Motion:** Board approval of the April 2022 minutes. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.

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



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**Chairman’s Report: Richard Hoover**

Chairman Hoover reviewed his written report.

- Directly after calling the July meeting to order Chairman Hoover called for a moment of silence to show respect and gratitude for the years of service given to the district by the late Amanda Campbell. Upon retirement in December 2021, Amanda had been the Administrative Assistant for LFSWCD for 35 years.
- Approval of the FY 23 Grant Agreements

**MOTION: Board Approval of the FY23 Administrative and Operations Grant Agreement and the FY23 Cost Share Agreement held between LFSWCD and DCR. Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows. \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.**

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

- Debbie Cross, CDC/DCR presented the District’s assessments given by DCR. The District received all A’s as well as some A+ and higher scores.
- All Directors are required to take FIOA training this Fall. This is a required retraining item.
- As discussed in the June meeting of the need of a new office printer, the process was started to lease a unit. Sarah explained the struggles with the current printer and the new obstacle being that the current unit is now inoperable.

**MOTION: The Board endorses the Chairman’s decision of June 16 to lease a new Konica Minolta Office Printer (all in one unit) through Virginia Business Systems to replace the current Xerox VersaLink C7000 office printer (printer only) purchased in 2018. Motion made by Richard Hoover, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting ballot is as follows. \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.**

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



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- The DEQ has invited Justin to sit on its Nutrient Credit Committee. Justin asked me if the District would sponsor him. Justin's first meeting was on July 7th. Chairman Hoover replied enthusiastically in the affirmative.

**MOTION:** The Board endorses the Chairman's decision that the LFSWCD sponsor Clarke County Director Justin Mackay-Smith's appointment to the DEQ's Nutrient Credit Committee. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows.** \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.

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

- We await Governor endorsement of the Soil & Water Board representative. Only one nominee will be chosen between our own Paul Burkholder or Charles Newton.

**MOTION:** The Board endorses the Chairman's decision to approve the proposed 5% COLA salary increase effective July 1, 2022, to all current staff as outlined in the June 15, 2022, Personnel Review Meeting minutes. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows.** \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.

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

**MOTION:** The Board endorses the Chairman's signature to the End of Year Carry Over Report presented to DCR. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows.** \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.

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



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- All thanks to Wayne for designing a rolling rack dispenser stand for our frighteningly enormous and unwieldy Geotextile Fabric roll. And thanks to Sarah and Collin (NRCS) for helping with the installation!

**Treasurer’s Report: Stephanie Shillingburg**

- Mrs. Shillingburg was absent from the July 14, 2022, meeting but submitted a written report found in the Agenda packet.

**Motion:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). **Motion made by Joan Comanor, seconded by Paul Burkholder. Motion Passed. Voting ballot is as follows.** *\*Kermit Gaither, Corey Childs, and Mary Gessner 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>
Richard Hoover	X			*Kermit Gaither			
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

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

- Sarah Fleming expressed how grateful she and other staff were for the much-needed office equipment upgrades approved at the June meeting. She was happy to report that all Laptops and accessory upgrades had been made and welcomed the Board to have a look at the new workstation setups.
- Discussion of the purchase of Adobe software for staff. Adobe access to all Full-time staff would be a great addition leading to more time efficient document & plan building. The Board was supportive of this purchase and asked staff to research cost.

**Technical Reports:**

**Senior Conservation Specialist, Dana Gochenour:**

- Gave a brief update on the LFSWCD-VCC Co-Hold Agreement happenings.

**Conservation Specialist, Nick Livesay:**

- Gave an update on VCAP trainings and project interest. The District does have a couple VCAP projects in process.

**Conservation Specialist, Madison Coffey:**

- Madison was absent from the meeting due to a training event.



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**Conservation Specialist, Sabrina Vladu**

- In addition to her written report Sabrina asked of the Boards interest in forging a relationship with VAPS of which she is a member.

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

- Annual report ready to go out in August.
- July 14, 2022, will be Allyson’s last day in the office as she will be out on leave.
- Allyson presented a quote and information to rebuild the District’s Website. The current website has been experiencing ongoing issues and has needed a revamp and a more user-friendly platform. The presentation/quote came from TeamLogic IT who is our current IT support provider.

**Motion: Board approval of the LFSWCD Website rebuild provided by TeamLogic IT, hosted by WIX, at the price of \$1,500.00 plus a \$30.00 per month service fee. Motion made by Justin Mackay-Smith, seconded by Paul Burkholder. Motion Passed. Voting ballot is as follows. \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.**

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

**Contractor for Conservation Services, Sheryl Ferguson:**

- Not in attendance.

**Alliance for the Shenandoah Valley: Joan Comanor**

- There was nothing to add to the written report.

**Conservation Easements Committee: Ira Richards**

- Nothing to report.

**Conservation Technical Committee: Corey Childs**

- In the absence of both Corey Childs and Mary Gessner, Dana Gochenour presented the CTC agenda.

**Motion: to approve the CTC minutes as presented in the 7/7/2022 documents, including the secondary considerations, average cost list, ranking spreadsheet, and cost-share approvals. Motion made by Joan Comanor, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.**



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Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

**Dam Safety Committee: James Fagan**

- Nothing new to report.

**Education and Information Committee: Joan Comanor**

**Motion:** to approve the updated Water-based Activities Policy and Procedures that was originally approved at the May Board meeting (copy provided in the July 14, 2022, Board packet). Motion made by Joan Comanor, seconded by Kitty Hochman-Nicholas. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Corey Childs, and Mary Gessner were absent at the time of vote.

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

**Finance Committee: Wayne Webb**

- The new Desktop Procedures for District Fiscal Operations became effective July 1, 2022.

**Legislative Committee: Paul Burkholder**

- Mr. Burkholder had nothing new to report.

**Northern Shenandoah Valley Regional Committee: Wayne Webb**

- Mr. Webb had nothing to add to his written report.

**Operations Committee: Justin MacKay-Smith**

- Mr. Mackay-Smith had nothing new to report.

**Personnel Committee: HB Simpson**

- Personnel Reviews were given on June 15, 2022.
- Joan requested staff members who were to update their IDP's to please submit.



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**Shenandoah County Water Resources Advisory Committee: Joan Comanor**

- Mrs. Comanor had nothing new to report.

**Shenandoah Pure Water Forum: Dick Hoover**

- Mr. Hoover had nothing new to report.

**Urban BMP Committee: Kermit Gaither**

- Mr. Gaither was absent from the meeting.

**Natural Resources Conservation Service: Brent Barriteau**

- Office Staffing is currently at 100%.
- Brent gave his NRCS report.

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

- Debbie reviewed her written report.

*Paul Burkholder departed from the meeting at approximately 11:45 a.m.*

**Virginia Cooperative Extension: Corey Childs**

- Mr. Childs was absent from the meeting.

**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:**

- *There were no other items presented during the July 14, 2022, meeting.*



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**Motion: to adjourn the July 14, 2022, Board of Director's Meeting. Motion Made by Richard Hoover, seconded HB Simpson. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Corey Childs, Mary Gessner, and Paul Burkholder were absent at the time of vote.**

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

**The meeting adjourned at 11:50a.m.**

*Respectfully submitted,*

*Sarah R. Fleming*

Board Secretary