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

MINUTES

The August 11, 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
Paul Burkholder
Mary Gessner
Corey Childs

Associate Directors

Bernard Nagelvoort
Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

Brian Brzezinski, NRCS
Debbie Dross, CDC/DCR

LFSWCD Staff Members

Sarah Fleming
Dana Gochenour
Nick Livesay
Madison Coffey

Absent Directors or Staff:

Kermit Gaither
Kitty Hockman-Nicholas
Jason Bushong
Marietta Cater-Walls
Sabrina Vladu
Allyson Ponn

The meeting was called to order by Chairman Hoover at 10:03 am.

- Approval of the July 2022 Minutes



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Motion: Board approval of the July 2022 minutes. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Chairman’s Report: Richard Hoover

Chairman Hoover reviewed his written report.

- Chairman Hoover expressed the District’s deepest sympathy on the passing of Mary Gessner’s husband. A donation was made in his honor to the Friends of the North Fork.
- The check has been processed for the Return of Cost Share Funds due to the Treasurer of VA, as requested in a recent letter/invoice from DCR. Due by September 2, 2022.
- LFSWCD will participate in End of Lifespan Verification efforts. These inspections will be due by November 30, 2022. LFSWCD has about 40 verifications to perform. Dana Gochenour will be notifying landowners by mail.
- All Staff will be participating in position specific trainings provided by VSWCD to take place at Graves Mountain Lodge on August 23-25, 2022.

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 Joan Comanor, seconded by Wayne Webb. Motion Passed. Voting ballot is as follows.

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



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Board Secretary/Administrative Specialist: Sarah Fleming

- TeamLogic IT, Allyson, Sheryl and Sarah have been working together to build the new website. We are hoping to have this process complete soon. Sarah will notify the Board as soon as TeamLogic has the website accessible. Much Thanks to Sheryl for being the lead on this while Allyson is on leave.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Gave a brief IDP update – she has enrolled in a HR course at Laurel Ridge Community College

Conservation Specialist, Nick Livesay:

- Reviewed his written report.
- Dana reported that Nick is able to work toward becoming a Senior Conservation Specialist.

Conservation Specialist, Madison Coffey:

- Reviewed her written report and shared that the Livestock Watering System Training she took part in on July 14, 2022, was very informative.

Conservation Specialist, Sabrina Vladu

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

Education and Program Support Specialist, Allyson Ponn:

- Allyson is currently on Leave.

Contractor for Conservation Services, Sheryl Ferguson:

- Not in attendance.

Alliance for the Shenandoah Valley: Joan Comanor

- Reported Kathy Holm, Assistant State Conservationist for Field Operations at USDA-NRCS who has worked along with the Alliance is being promoted to a position in Juneau, Alaska.

Conservation Easements Committee: Ira Richards

- Nothing to report.

Conservation Technical Committee: Corey Childs

- Corey reviewed the Minutes and Motions of the August 1, 2022, meeting. The following motions were made.



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Motion: to recommend that the board approve the transfer of 2023 CB VACS funds to all eligible carryover project using the 2023 ACL to determine the increase. Amounts to be transferred would be: \$221,560.79 for 2020; \$199,146.60 for 2021; and \$704,472.85 for 2022. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. **Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve the SL-6W project for contract 13-23-0002. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. **Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve SL-6Ws (496869, 496870 &, SL-6N (496874) for contract 13-23-0006, and SL-1s (496813, 496810, 496805, 496827) for contract 13-23-0005. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. **Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



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Motion: to table SL-7 for contract 13-23-0004 pending additional information about the well.

Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve WP-2W for contract 13-23-0001. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve SL-6W for contract 13-23-0007. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to recommend that the board approve the SL-6W and SL-7 for contract 13-23-0003. Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



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Dam Safety Committee: James Fagan

- Nothing new to report.

Education and Information Committee: Joan Comanor

- Received a nice Thank You card from John Festa, one of the Scholarship recipients.
- Annual Report is set to go out by end of day from Allyson Ponn.
- Farm Bureau special report has been mailed. This edition features LFSWCD and BMP efforts.
- Joan Comanor & Dana Gochenour will present the Annual Report to Shenandoah County Board of Supervisors at an upcoming meeting. They will also present at the Annual Dinner for Shenandoah County Farm Bureau.
- Discussed new Grant Agreement Item #17. The Ed & Info Committee will plan an Agricultural Community Outreach Special Event by June 30, 2023.
- Award Nominations for the Annual Luncheon are due by October 1, 2022. The Luncheon will be held on November 10, 2022

Finance Committee: Wayne Webb

- The Finance Committee met at 9:00am on 8/11/2022.
- Treasurer, Stephanie Shillingburg will look into Sweep Accounts to insure all monies held by the district are properly FDIC insured.
 - An updated/revised FY23 Annual Budget was presented by Treasurer, Stephanie Shillingburg to the Finance Committee. A copy of the updated/revised FY23 Annual Budget was presented to all Board Members at the 8/11/2022 meeting.

Motion: request for Board approval of the updated/revised FY23 Annual Budget as presented on 8/11/2022. Motion made by Wayne Webb, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Legislative Committee: Paul Burkholder

- Mr. Burkholder still awaits news on the Governor's answer on appointment of Virginia Soil & Water Board nominees.



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Northern Shenandoah Valley Regional Committee: Wayne Webb

- Mr. Webb had nothing to add to his written report as there was no meeting held in July 2022.

Operations Committee: Justin MacKay-Smith

- Mr. Mackay-Smith had nothing new to report for Operations. However, He did report that he had attended a 2nd meeting for the DEQ Nutrient Credit and gave a brief update. He will email minutes to those who wish to receive.

Personnel Committee: HB Simpson

- HB was happy to announce the hiring of a new employee. Shannon Gaffey will join LFSWCD on September 1, 2022.

Motion: request for Board approval of the Personnel Policy and Position Descriptions as reviewed and by the Personnel Committee on June 15, 2022. Motion made by HB Simpson, seconded by Joan Comanor. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: request for Board to delegate authority to the Personnel Committee to recruit and fill a full-time position for a Conservation Technical Assistant. Motion made by Joan, seconded by HB Simpson. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: to accept the Personnel Committee meeting minutes of June 15, 2022, as presented in the July 14, 2022 Board meeting packet. Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting ballot is as follows. *Kermit Gaither and Kitty Hockman-Nicholas were absent at the time of vote.



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<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			
Ira Richards	X				HB Simpson	X		
Corey Childs	X				Paul Burkholder	X		
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- The next meeting will be held in November.

Shenandoah Pure Water Forum: Dick Hoover

- The next meeting will be held September 16, 2022.

Urban BMP Committee: Kermit Gaither

- Mr. Gaither was absent from the meeting.

Natural Resources Conservation Service: Brent Barriteau

- Brian Brzezinski attended on behalf of Brent Barriteau
 - Shared a handout on NRCS happenings
- Office Staffing is currently at 100%. However, masks must be worn when in the office.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report.
- Annual Report has been received. (Received email during meeting)
- Dedicated reserves need to be submitted for approval at the September Board.
- James Fagan is all set for re-appointment as an At-Large Director.
- All Directors need to update FIOA Training this Fall.
- Spot Checks were performed in July. Just a few items that need follow-up.
- Annual Meeting is scheduled for December 4-6, 2022, at The Hotel Roanoke. She encourages as many Board Members and Staff to attend as possible.

Virginia Cooperative Extension: Corey Childs

- The Frederick County 4H opening has been filled by Spring Vacie. She is from Delaware and has a Dairy Background.
- Spotted Lantern Fly continues to be a concern. Although many know of this invasive species there are surprisingly, many that still do not know about it.
 - Although easy to kill, reproduction rates are very fast.



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- Vineyards are keeping damage under control currently.
- Minimal orchard damage has been reported.
- Fall will tell if Soybean crops have been affected.
- Tree of Heaven is the preferred food source.
- Gypsy Moth (now called “Spongy Moth”) is making a comeback to some local areas / “Hot-spots”
 - Please notify Matt Wolanski with the Department of Forestry of sightings. Be on the lookout for egg masses this Fall and report those also.
 - Oaks are the target tree

Paul Burkholder departed from the meeting at 11:33 a.m.

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:

Bernard Nagelvoort announced his formal retirement as Assistant Treasurer.

Motion: to adjourn the Board of Director’s Meeting. Motion Made by Wayne Webb, seconded Joan Comanor. Motion Passed. Voting ballot is as follows. *Kermit Gaither, Kitty Hockman-Nicholas, and Paul Burkholder 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

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

Respectfully submitted,

Sarah R. Fleming

Board Secretary