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

The April 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 and Associate Directors

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

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Madison Coffey
Allyson Ponn
Sabrina Vladu

Absent Directors or Staff:

Sheryl Ferguson

Associate Directors

Bud Nagelvoort

Cooperating Agency Representatives & Guests in Attendance:

Brent Barriteau, NRCS
Debbie Dross, CDC/DCR
Jay Marshall

The meeting was called to order by Chairman Hoover at 10:01 am.

- Approval of the March 2022 Minutes



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Motion: Board approval of the March 2022 minutes. **Motion made by Paul Burkholder, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.**

<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	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	X		
James Fagan	X				Wayne Webb	X		

Chairman’s Report: Richard Hoover

Chairman Hoover reviewed his written report.

- Welcomed Sabrina Vladu to the District as a newly hired Conservation Specialist.
- Justin Mackay Smith gave an update on the efforts of updating both the Strategic Plan and Annual plan of Work
- Mr. Hoover reviewed his notes on the Area I meeting held April 13, 2022. It seems the Districts we will be receiving record numbers of funding for CBVACS in FY23.
- When asking of our current obligated VACS – upon approval of the CTC minutes & Motions the District will be between at 90%+ of obligated funds for FY22.
- Our At-Large Director Jim Fagan will be up for re-election. Mr. Fagan wishes to continue as an At-Large Director for the District. Mr. Hoover will notify the necessary parties.
- We held a wonderful local Envirothon on April 6, 2022. Thank you to Allyson Ponn for organizing a great event and to staff and directors for your help.
- Terri Higgins with VASWCD will be sending out a Comp Survey in the near future. They are hoping to assist with gathering info for competitive wages and staff retention efforts.
- Our very own Paul Burkholder is an area nominee for the Virginia Soil & Water Board.

Treasurer’s Report: Bernard Nagelvoort

- Mr. Nagelvoort reviewed his written report.
 - Review of the Bank Statements and other financial documents for March indicate no issues.
- After updating the spreadsheet of budget numbers for staff salaries – this years salaries are very close in line with earned TA.
- Financial Reports were provided in the board meeting packet for review to accept and file for audit.

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 HB Simpson. Motion Passed. Voting Ballot is as follows.**



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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	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	X		
James Fagan	X				Wayne Webb	X		

Board Secretary: Sarah Fleming

- Nothing to add to her written report.

Technical Reports:

Senior Conservation Specialist, Dana Gochenour:

- Welcomed Sabrina to the team. Nothing farther to add to her written report.

Conservation Specialist, Nick Livesay:

- Nothing to add to his written report.

Conservation Specialist, Madison Coffey:

- Upon Mr. Hoover’s inquiry, gave a review of a recently attended class: Manure 101 held by VSWCD.

Education and Program Support Specialist, Allyson Ponn:

- Asked that everyone review the list of upcoming events in her written report. Any and all help is welcome.
- Discussion on VCAP.

Contractor for Conservation Services, Sheryl Ferguson: Not in attendance.

Finance Committee: Wayne Webb

- There will be a Finance meeting on May 12, 2022, at 9:00am prior to the monthly Board of Director’s Meeting.

Mr. Webb excused himself from the meeting at 10:57a.m.

Alliance for the Shenandoah Valley: Joan Comanor

- Nothing to add to the written report.

Conservation Easements Committee: Ira Richards

- Valley Conservation Easements requests the support of their use of remote monitoring of Easement held in part with LFSWCD. This would be done with digital imagery but not the use of drones.



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Motion: The Board endorses Valley Conservation Easements use of remote monitoring for joint easemnts held with LFSWCD. **Motion made by Joan Comanor, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Conservation Technical Committee: Corey Childs

- Mary Gessner reviewed the CTC written report.

Motion: Board Approval of cancellation of contract 13-22-0010, due to lack of resource concerns as outlined in the CTC meeting minutes from 4/7/2022. **Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Motion: Board Approval to reimburse producer in the amount of \$3,597.00 on contract 13-22-0010, as outlined in the CTC meeting minutes from 4/7/2022. **Motion made by Mary Gessner, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			



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Motion: Board Approval of funds being paid to producer on contract 13-22-0010, \$3,340.48 from the BMP Verification Grant FY18 and the remaining \$256.52 from DCR Operations as presented to the Board. Motion made by Mary Gessner, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. *Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Motion: Board Approval of cancellation of contract 13-22-0010, due to lack of resource concerns as outlined in the CTC meeting minutes from 4/7/2022. Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows. * *Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Motion: Board Approval of the MPPP Payment of \$20,000.00 to producer on contract 13-22-0025 as outlined in the CTC meeting minutes from 4/7/2022. Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows. * *Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			



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Motion: Board Approval to forward contract 13-22-0069 WP-4 to DCR for variance approval as outlined in the CTC meeting minutes from 4/7/2022. **Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Motion: Board Approval of remaining items (cancelations, increases, tables & denials) as outlined in the CTC meeting minutes from 4/7/2022. **Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Dam Safety Committee: James Fagan

- Mr. Fagan, Dana, Madison & Sarah met with Shenandoah County EMS a Bryce Resort representative and Charles Wilson for a Tabletop exercise on our Dams at Bird Haven & Lake Laura.
- Mr. Wilson provided remote monitoring equipment supplied by the State for both Dams.
 - This Equipment will be installed by Bryce Resort.
- Our maintenance contract with Bryce Resort for the Dams has not been updated since 2015. Currently we pay \$3,000.00 a year for their services. Mr. Fagan recommends an increase of the annual contract to \$4,500.00 per year.

Motion: Board Approval to increase the annual Dam Maintenance Contract compensation to Bryce Resort from \$3,000.00 to \$4,500.00. **Motion made by James Fagan, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			



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Education and Information Committee: Joan Comanor

- Gave acknowledgement of Allyson Ponn’s great work on organizing the District’s local Envirothon. Thanked staff for their participation as well.
- There will be a Committee meeting directly following the 4/14/22 Board Meeting.

Motion: To delegate authority to the Education & Information Committee for the final choice of awarding the 2022 scholarship(s). **Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** * James Fagan, HB Simpson, Corey Childs, Kermit Gaither, and Wayne Webb were absent from the Board Meeting at 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			
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
*James Fagan				*Wayne Webb			

Legislative Committee: Paul Burkholder

- Burkholder is very hopeful with communication he has had thus far regarding the District.
- He feels one on one communication is the way to go vs mass meetings.

Northern Shenandoah Valley Regional Committee: Wayne Webb

- Mr. Webb left the meeting at 10:57am. He had nothing to add to his written report.

Operations Committee: Justin MacKay-Smith

- Mr. Mackay-Smith had nothing more to add as he gave an update during the Chairman’s report.

Personnel Committee: HB Simpson

- Welcome Sabrina!

Motion: Board acceptance of the Personnel Committee meeting minutes from 3/17/2022 & 3/23/2022. **Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			



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Motion: Board Approval of recommendation to follow suit with Shenandoah County Government compensation on employee health insurance coverage. **Motion made by Joan Comanor, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

- The Personnel Committee interviewed Stephanie Shillingburg for the position of Associate Director and Board Treasurer.

Motion: Board Approval of the appointment of Stephanie Shillingburg as an Associate Director and Board Treasurer effective 4/14/2022. **Motion made by Joan Comanor, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Motion: Board Approval for Bernard Nagelvoort to serve as a temporary Assistant Treasurer during transition. **Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.** * Wayne Webb was absent from the Board Meeting at 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	X		
James Fagan	X			*Wayne Webb			

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- The next meeting is May 11, 2022.



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Shenandoah Pure Water Forum: Dick Hoover

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

Urban BMP Committee: Kermit Gaither

- Mr. Gaither had nothing to report.

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed handouts that he supplied to meeting attendees.

Virginia Department of Conservation & Recreation: Debbie Cross

Debbie reviewed her written report.

- Main focus was on the Audit Letter for all Districts
 - Reviewed items that need to be watched for.
- The state has changed it's protocol for reimbursement requests.
 - reimbursements are now to be submitted every 60 days vs Quarterly, this rule also applies to District's

Paul Burkholder excused himself from the meeting at 11:51a.m.

Virginia Cooperative Extension: Corey Childs

- Lots of programs going on. Recommends viewing the VCE Northern Shenandoah Valley website often for upcoming events.
 - VA Farmer Mentoring Program
- Avian Flu Discussion

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Bottenfield

- Not in attendance.

Other:



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Motion to adjourn the April 14, 2022, Board of Director's Meeting. Motion Made by Hb Simpson, seconded Mary Gessner. Motion Passed. Voting Ballot is as follows. Wayne Webb and Paul Burkholder were absent from the Board Meeting at 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	X		
James Fagan	X				*Wayne Webb			

The meeting adjourned at approximately 12:00 noon.

Respectfully submitted,

Sarah R. Fleming