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

The June 9, 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
- Corey Childs
- Wayne Webb

**Associate Directors**

- Bud Nagelvoort
- Jason Bushong

**LFSWCD Staff Members**

- Madison Coffey
- Sarah Fleming
- Dana Gochenour
- Nick Livesay
- Allyson Ponn

**Absent Directors or Staff:**

- Kitty Hockman-Nicholas
- Kermit Gaither
- Sheryl Ferguson
- Sabrina Vladu

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

- Brent Barriteau, NRCS
- Debbie Dross, CDC/DCR

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

- Approval of the May 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 & Kitty Hockman-Nicholas 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			
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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**Chairman's Report: Richard Hoover**

Chairman Hoover reviewed his written report.

- The Board will recall that in May it delegated authority to the Chairman to select a company to provide content insurance for the District.

**MOTION:** The Board endorses the decision of the Chairman to purchase Content/Personal Property insurance from The Insurance Center of Winchester / Nationwide at \$446 a year, and to cancel the commercial liability policy of \$500 a year since we are already covered by the Commonwealth (up to \$2 million per incident). Motion made by Joan Comanor, seconded by Mary Gessner. Motion Passed. Voting ballot is as follows. \*Kermit Gaither & 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		

- As his term is ending in 2022, James Fagan current LFSWCD At-Large Director would like to stay on as such.

**MOTION:** The Board recommends the approved nomination of James Fagan as an At-Large Director of LFSWCD. Motion made by Richard Hoover, seconded by Paul Burkholder. Motion Passed. Voting ballot is as follows. \*Kermit Gaither & 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		

- We are on the path to meeting our Cost Share Obligation Goals
- By Month-end we should know if Director Payl Burkholder has been accepted onto the Virginia Soil & Water Board.



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**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 Paul Burkholder. Motion Passed. Voting Ballot is as follows.**

*\*Kermit Gaither & Kitty Hockman-Nicholas 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			
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:**

- In addition to her written report Dana expressed the need for updated Staff Laptops. Three staff members have equipment that is at the end of life, these items were purchased in 2011 (2 units) and 2014. We will also need a laptop for the current vacant position.
- Dana pointed out that there was monies remaining in the FY22 Budget / Office Equipment account per the monthly reports to cover needed items. Stephanie Shillingburg, Board Treasurer agreed.
- The Board was very supportive in the funding and need of updated operable equipment.

**Motion:** to approve the purchase of 4 staff laptops with a budget of \$5,500.00. **Motion made by Joan Comanor, seconded by Mary Gessner.**

- when opened for any discussion on the motion it was thought best to raise the allowance/budget to \$7,500.00 since the \$5,500.00 would only cover 4 laptops but not any needed updated accessories such as docking stations, monitors, and other miscellaneous items.

- Mrs. Comanor amended her motion as follows:

**Motion:** to approve the purchase of 4 staff laptops and needed accessories with a budget and of \$7,500.00. **Motion made by Joan Comanor, seconded by Mary Gessner.** *\*Kermit Gaither & Kitty Hockman-Nicholas 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			
Ira Richards	X				HB Simpson	X		



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Corey Childs	X			Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

- The Operations Committee will oversee an Equipment Update Schedule. Sarah has all the information prepared for this to share with the committee.

**Conservation Specialist, Nick Livesay:**

- Nothing to add to written report.

**Conservation Specialist, Madison Coffey:**

- Almost done with her Certification process.

**Conservation Specialist, Sabrina Vladu**

- Not in attendance – Training participation

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

- With her upcoming maternity leave she is working on many projects to keep things running smoothly in her absence. One being the Annual Report.

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

- Not in attendance.

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

- The General Assembly final budget approved funding for the Shenandoah Rail/Trail.

**Conservation Easements Committee: Ira Richards**

- In response to the information presented in the Board Packet of an LFSWCD-VCC Co Hold Agreement it was decided to pursue an agreement with VCC on the easement we currently co-hold.

**Motion: for the Conservation Easement Committee to pursue an agreement with VCC and bring back a draft proposal for review. Motion made by Joan Comanor, seconded by Mary Gessner. \*Kermit Gaither & Kitty Hockman-Nicholas 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			
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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**Conservation Technical Committee: Corey Childs**

- Corey Childs reviewed the CTC written report.

**Motion:** to approve FY23 BMP Action Management Plan to drive education and outreach activities as outlined in the CTC meeting minutes from 6/2/2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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:** Board Approval of the NMP implemented for the purpose of equipment sales tax as outlined in the CTC meeting minutes from 6/2/2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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 approve the increase to Contract: 13-21-0067 as outlined in the CTC meeting minutes from 6/2/2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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 approve Contract 13-22-0069, projects WP-4 and SL-6W and the cancellation of Contract: 13-22-0069 project WP-4LL as outlined in the CTC meeting minutes from 6/2/2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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 approve Contract 13-22-0023 CCI-SL-6W as outlined in the CTC meeting minutes from 6/2/2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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 approve Contract 13-22-0073 SL-6W in the amount of \$63,319.50as presented by Madison Coffey during the 6/9/2022 Board meeting. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither & 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 delegate authority to the CTC Chairman and Board Chairman of any needed approvals and/or adoptions through June 30, 2022. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed.**

**Voting Ballot is as follows.** *\*Kermit Gaither & Kitty Hockman-Nicholas 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			
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		

**Dam Safety Committee: James Fagan**

- A virtual Dam Safety meeting was held in May w/ Charles Wilson.
- Monitoring Equipment to be installed over the Summer.

**Motion:** to adjourn meeting and reconvene after a presentation from a guest speaker. **Motion made by Richard Hoover at 11:01a.m., seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *\*Kermit Gaither & Kitty Hockman-Nicholas 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			
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		

-Director Paul Burkholder departed the speaking event at 11:36a.m.

-Director Justin Mackay-Smith and Associate Director Jason Bushong departed the meeting at approximately 11:40a.m.

**Board Chairman Hoover brought the meeting back to order, reconvening at 11:40a.m.**



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**Education and Information Committee: Joan Comanor**

- An Ed & Info Committee meeting directly following the 6/9/22 Board Meeting.
- Presented proposed Water-based Activities policy and procedures document as presented in the Board Packet.

**Motion:** to approve the Lord Fairfax Soil and Water Policy and Procedures for Water-based Activities. **Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither, Kitty Hockman-Nicholas, Paul Burkholder, and Justin Mackay-Smith 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			
James Fagan	X			Wayne Webb		X	

**Finance Committee: Wayne Webb**

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

**Legislative Committee: Paul Burkholder**

- Mr. Burkholder departed from the meeting at 11:36a.m.

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

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

**Operations Committee: Justin MacKay-Smith**

**Motion:** to approve the Annual Plan of Work (July 1, 2022 – June 30, 2022) as presented in the 6/9/2022 Board Packet. **Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither, Kitty Hockman-Nicholas, Paul Burkholder, and Justin Mackay-Smith 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			
James Fagan	X			Wayne Webb	X		





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**Motion:** to approve the Strategic Plan (July 1, 2022 – June 30, 2023) as presented in the 6/9/2022 Board Packet.  
**Motion made by Joan Comanor, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows.** \*Kermit Gaither, Kitty Hockman-Nicholas, Paul Burkholder, and Justin Mackay-Smith 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			
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

-Wayne Webb departed the meeting at 12:00p.m.

**Personnel Committee: HB Simpson**

- Nothing to add to the written report.

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

- The next meeting will be on August 10, 2022.

**Shenandoah Pure Water Forum: Dick Hoover**

- Mr. Hoover had nothing to add to his written 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%.
- Needs current O&M Certificate on LFSWCD Dams

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

Debbie reviewed her written report.

- End of year reports
- Sara Bottenfield is the new Cost Share Manager. She will work out of both the Staunton and Richmond offices. Sara was previously with DEQ.

**Virginia Cooperative Extension: Corey Childs**

- Suggested LFSWCD make some short educational videos on BMP's offered, possibly post to YouTube.
- Asked Brent, NRCS for links on the videos NRCS has done.



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**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:**

**Motion to adjourn the May 12, 2022, Board of Director’s Meeting. Motion Made by Richard Hoover, seconded HB Simpson. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither, Kitty Hockman-Nicholas, Paul Burkholder, Justin Mackay-Smith and Wayne Webb 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			
Ira Richards	X				HB Simpson	X		
Corey Childs	X				*Paul Burkholder			
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				*Wayne Webb			

**The meeting adjourned at approximately 12:45p.m.**

*Respectfully submitted,*

*Sarah R. Fleming*

Board Secretary