



We work with the people who work the land.

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

January 13, 2022

MINUTES

The January 13, 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
Bud Nagelvoort
Mary Gessner
HB Simpson
James Fagan
Justin Mackay-Smith
Wayne Webb
Kermit Gaither
Kitty Hockman-Nicholas

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Madison Coffey
Allyson Ponn

Absent Directors or Staff:

Sheryl Ferguson
Corey Childs
Ira Richards

Cooperating Agency Representatives in Attendance:

Brent Barriteau, NRCS
Debbie Dross, CDC/DCR

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

- Approval of December 2021 Minutes

Motion: Board approval of the December 2021 minutes. **Motion made by Joan Comanor, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** *Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



We work with the people who work the land.

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

Chairman’s Report: Richard Hoover

- Chairman Hoover reviewed his written report.
 - On behalf of the Board, Mr. Hoover wished Sam Truban well in his new endeavors. Sam’s last day with the District was 1/7/2022.
 - Per Dana Gochenour - barring CTC Approvals at today’s meeting we have obligated approx. 89% of FY22 CBVACS
 - Nick Livesay made a presentation on the BMP Life Cycle at Mr. Hoover’s request.
 - The Chairman spoke to the Kiwanis Club on 1/12/2022.

Treasurer’s Report: Bernard Nagelvoort

- Mr. Nagelvoort reviewed his written report.
- Financial Reports were provided in the board meeting packet
- Mr. Nagelvoort is diligently working on developing a Monthly Cost Share number for budgeting purposes.
- He will also be conducting a review in preparation for the next audit.
- “Bottom Line is, we are doing very well”

Motion: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Wayne Webb, seconded by Richard Hoover. Motion Passed. Voting Ballot is as follows. *Corey Childs & Ira Richards 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					HB Simpson	X		
*Corey Childs					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.



We work with the people who work the land.

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

Technical Reports:

Senior Conservation Specialist, Dana Gochenour: Nothing to add to written report.

Conservation Specialist, Sam Truban: Sam's last day was 1/7/ 2022. A report was not submitted.

Contracted Part-time Conservation Specialist, Ali Sloop: Not in attendance.

Conservation Specialist, Nick Livesay: Reported that Alison Sloop has been helping Madison and himself with the prep & training of the CTC Agenda.

Conservation Specialist, Madison Coffey: Nothing to add to written report.

Education and Program Support Specialist, Allyson Ponn: Alison gave an update on the Envirothon

- o Local Envirothon tentative dates are April 27th or 28th. To be held in Grottoes, VA at Sherando Park.
- o State Envirothon Tentative dates are May 16th or 7th. To be held at Eastern Mennonite University in Harrisonburg, VA
- o The District is to receive an \$850 Envirothon Grant

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

Alliance for the Shenandoah Valley: Joan Comanor

- Nothing to add to written report.

Conservation Easements Committee: Ira Richards

- Mr. Richards was absent from the meeting.

Conservation Technical Committee: Corey Childs

- Mary Gessner reviewed the CTC written report.

Motion: Board Approval to submit contract no. 13-22-0023 and contract no. 13-22-0027 to DCR for official Variance Approval, as outlined in the CTC meeting minutes from 1/06/2022. **Motion made by Mary Gessner, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows*** *Corey Childs & Ira Richards 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					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb		X	



We work with the people who work the land.

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

Motion: Board Approval of Cover Crop contract no. 13-22-0029 pertaining to SL-8B ID#: 468113, SL-8H ID#: 468111 and SL-8H ID#: 468055, as outlined in the CTC meeting minutes from 1/06/2022. **Motion made by Mary Gessner, seconded by Wayne Webb. Motion Passed. Voting Ballot is as follows*** *Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: Board Approval of remaining projects, as outlined in the CTC meeting minutes from 1/06/2022 to include increases and tax credits retractive to December 31, 2021. **Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows*** *Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb		X	

Dam Safety Committee: James Fagan

- Nothing to report.

Education and Information Committee: Joan Comanor

- Reviewed written report.

Finance Committee: Wayne Webb

- A Finance meeting was held 1/13/2022 prior to the Board Meeting.
 - A review of the Purchasing Policy and Desktop Procedures was performed.

Legislative Committee: Paul Burkholder

- Discussed changes in “Seats” with redistricting.

Northern Shenandoah Valley Regional Committee: Wayne Webb

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



We work with the people who work the land.

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

Operations Committee: Justin MacKay-Smith

- The Operations Committee will be conducting the 1st review of the APW. An email will be sent out to all Committees to ask for any changes to their section of the Annual Plan of Work. It is asked that even if there are no changes to please respond as such.
- Board Approval of the first review of the APW will be requested at the February 10, 2022, Board Meeting.
- Review of the Strategic Plan will take place in March 2022.

Personnel Committee: HB Simpson

- 1st round of Personnel Reviews took place on January 6th, the remainder will take place on January 18th, 2022.
- Two Interviews for the vacant Conservation Specialist position(s) will take place on January 18, 2022
- There will be a Personnel Committee Meeting on January 25, 2022 @ 1:00pm, add location

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- Mrs. Comanor had nothing to report.

Shenandoah Pure Water Forum: Dick Hoover

- Mr. Hoover had nothing to report.

Urban BMP Committee: Kermit Gaither

- Mr. Gaither had nothing to report.

Natural Resources Conservation Service: Brent Barriteau

- Mr. Barriteau notified that office staffing was at 25%.
- NO outside visitors.
- Masks must be worn regardless of vaccination status while inside the office

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report.

Virginia Cooperative Extension: Corey Childs

- Mr. Childs was not present.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.



We work with the people who work the land.

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

Department of Environmental Quality: Sara Bottenfield

- Not in attendance.

Other Items:

At approx. 11:20a.m. - Mr. Hoover announced he would be calling for a closed session. Staff and other guests were asked to leave the room. Joan Comanor took over Secretarial duties at this time.

Motion: for the Lord Fairfax Soil and Water Conservation District Board of Directors in attendance, and Board Treasurer Bernard Nagelvoort go into a Closed Meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to discuss salary/bonus matters. Motion made by Richard Hoover, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

- **Return to open Session**

Motion: to reconvene in open session. Motion made by Richard Hoover, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



We work with the people who work the land.

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

Motion: To certify that 1.) Only topics that are exempt under one or more of the closed meeting purposes were discussed. 2.) Only matters identified in the original closed meeting motions were discussed. Motion made by Richard Hoover, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.

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

Motion: Board approval of Chairman Hoover's 12/30/2021 decision concerning a bonus & salary action as discussed during the closed session. Motion made by Justin Mackay-Smith, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: To delegate authority to Chairman Hoover to enter into a salary agreement if needed and as discussed during closed session. Motion made by Kitty Hockman-Nicholas, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. **Corey Childs & Ira Richards 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				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



We work with the people who work the land.

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

Motion to adjourn the January 13, 2022, Board of Director's Meeting. Motion Made by Wayne Webb, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. *Corey Childs & Ira Richards 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					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

The meeting adjourned at approximately 12:30pm.

Respectfully submitted,

Sarah R. Fleming