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Strasburg, VA 22657  
(540) 465-2424, Ext. 5  
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July 8, 2021

### MINUTES

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

Those attending were:

**LFSWCD Directors and Associate Directors**

Richard Hoover, Chairman  
Joan Comanor, Vice Chairwoman  
Mary Gessner  
Justin Mackay-Smith  
James Martin  
HB Simpson  
James Fagan  
James Martin  
Ira Richards  
Corey Childs  
Wayne Webb

**LFSWCD Staff Members**

Dana Gochenour  
Nick Livesay  
Allyson Ponn  
Sheryl Ferguson  
Sam Truban

**Absent Directors or Staff:**

Kermit Gaither  
Paul Burkholder  
Alison Sloop

**Cooperating Agency Representatives in Attendance:**

Brian Brezinski, USDA, Natural Conservation Service  
Debbie Dross, CDC/DCR

***The meeting was called to order by Chairman Hoover at 10:05 am.***

- Approval of June 2021 Minutes

**Motion made to approve the June 2021 minutes. Motion passed. Motion made by HB Simpson, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**



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

**Chairman’s Report:**

- Chairman Hoover announced that with Jim Martin’s recent resignation, Associate Director Bud Nagelvoort has agreed to temporarily fill the gap as interim Treasurer. Mr. Hoover asked that all those present at the meeting to consider who might eventually replace Bud and serve as the District’s permanent Treasurer, whether or not that individual is already associated with Lord Fairfax. Please report any candidates to HB Simpson and Joan Comanor, Co-chairs of the Personnel Committee.

**Motion: Approval of Bernard “Bud” Nagelvoort as interim Treasurer. Motion made by Joan Comanor, seconded by Wayne Webb. Motion passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

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

- After consultations with both the Finance Committee and members of the Personnel Committee, your Chairman approved the District’s FY22 Budget on June 23rd. I sent this message to all Directors and Associate Directors: “Under the powers delegated to the Chairman by the Board, I approve the FY 22 Budget which was unanimously passed this afternoon by the Finance Committee. I look to the July Board for its endorsement of this decision, taken so that the District may proceed immediately to file the relevant staff cost adjustments with the Shenandoah County government.”



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**Motion: Board Endorsement of the Chairman’s delegated authority approving the FY22 Budget.**

**Motion made by Wayne Webb, seconded by HB Simpson. Motion passed. Voting Ballot is as follows.**

*\*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.*

<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	X				*Paul Burkholder			
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

- Attachment D

**Motion: Approval of the Attachment D for submittal to DCR. Motion made by Wayne Webb,**

**seconded by Joan Comanor. Motion passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

<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	X				*Paul Burkholder			
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

- Update on FY 2022 Funds from Warren County
  - Received info from County Admin that the Board of Supervisors are on board to raise contribution to \$11,000 - \$12,000. However, the Financial Advisor is currently out of town. Mr. Hoover will make a call to follow up.

**Natural Resources Conservation Service: Brent Barriteau**

- Brent Barriteau, NRCS, was asked to provide any updates on Office procedures/staffing due to COVID-19
  - Dr. Jewel is expected to give an update on October 1, 2021 but there is no concrete date on when things will return to the pre-COVID normal.
  - Office entry is still by appointment only, and staff will meet clients outside. LFSWCD & NRCS are at a 50% staffing capacity.
  - Strasburg FSA office is currently at a 75% staffing.
- MOU Shared Office Space



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- It was understood from a conversation that Dr. Martinez and Kendall are revisiting a few offices (4 Pilot Offices) to get a better understanding and regroup.
  - Debbie Cross added that LFSWCD is the only district in her division that co-shares an office with NRCS.
  - Projects
    - 9 projects were approved, they have a large Dairy project 1 away from pre-approval (this is a 4<sup>th</sup> year applicant)
    - They have 11 CRP projects expiring next year. Half of these are doing well, and the other half need improvement. They have one year to make those needed improvements. There is spectacular progress one project in Warren County.
    - Easement Monitoring

### **Treasurer's Report:**

- Mr. Nagelvoort, interim Treasurer reports that the FY21 numbers were very positive
- Update dedicated reserves per Debbie
- Sarah Fleming as Assistant Treasurer added that the action of updating Bank signatures to add Bernard Nagelvoort and remove James Martin are in process.

### **Board Secretary:**

- Nothing to add to written report.

### **Technical Reports:**

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

**Conservation Specialist, Sam Truban:** Nothing to add to written report.

**Conservation Specialist, Ali Sloop:** Absent.

**Conservation Specialist, Nick Livesay:**

- Amanda Pennington visited to review a large-scale WP-4 project and gave her blessing.
- On track for recertification w/ Carl in August.

**Education and Program Support Specialist, Allyson Ponn:** Nothing to add to written report.

- When asked how the Fish Fry for Father's Day event went, Allyson added that the Education & Information Tent participation was the best thus far.FY2022.



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**Contractor for Conservation Services, Sheryl Ferguson:** Nothing to add to written report.

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

- The Alliance welcomed 2 new members
- Participated in the Shenandoah Valley Conservation Collaborative. Touched base on their purpose)
- Currently recruiting to fill an open position

**Conservation Easements Committee:**

- Mr. Richards had nothing to report.

**Conservation Technical Committee:**

- Mary Gessner reviewed the CTC written report.

**Motion: Approval of projects outlined in the 6/24/2021 written report as well as the FY21 Carry-over report submitted by the CTC. Motion made by Mary Gessner and seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

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Richard Hoover	X				*Kermit Gaither			
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	X		

**Dam Safety Committee:**

- There will be a virtual meeting for Dam Owners sponsored by the State.
- Meeting August 18, 2021.



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**Education and Information Committee:**

- In planning for the Annual Awards Luncheon and November Board of Director’s meeting it was brought to the Board’s attention that the second Thursday in November is Veteran’s Day. The Ed & Info Committee recommends moving the Event to the Wednesday prior, November 10, 2021.

**Motion: Approval of the change of date for the Annual Awards Luncheon and November Board of Director’s meeting to be moved to Wednesday, November 10, 2021. Motion made by Kitty Hockman-Nicholas and seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

<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	X				*Paul Burkholder			
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

- The Committee will move forward in accordance with the new date.

**Motion: Delegation of Authority given to the Education & Information Committee to move forward with the choice of location and catering to present at the August meeting. Motion made by Joan Comanor and seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

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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	X		

- The Committee presented its Annual Ag BMP Plan.



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**Motion: Approval of District Annual Ag BMP Plan FY22. Motion made by Mary Gessner and seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows. \*Kermit Gaither and Paul Burkholder were absent from the Board Meeting.**

<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	X				*Paul Burkholder			
Mary Gessner	X				Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

**Finance Committee:**

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

**Legislative Committee: Paul Burkholder**

- Mr. Burkholder was absent from the Board meeting.

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

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

**Operations Committee: Justin MacKay-Smith**

- Mr. Mackay-Smith had nothing to add to his report.

**Personnel Committee: HB Simpson**

- Mr. Simpson stated the Personnel Committee met on July 6, 2021, to hold Interviews for the advertised position of Conservation Specialist. The Committee has extended an offer to the chosen candidate and are in negotiations.

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

- There was an Emergency Meeting held to update the Flood Plain Ordinance.

**Shenandoah Pure Water Forum: Dick Hoover**

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



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**Urban BMP Committee: Kermit Gaither**

- Mr. Gaither was absent for the meeting.

**Natural Resources Conservation Service: Brent Barriteau**

- Brent had no further information to add to his earlier report.

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

Debbie Highlighted a few items on her report

- VCAP Webinar July 20, 2021
- COIA Training - All Directors need to take by end of December 2021.
- Ag Staff need to attend VACS Tracking Training on 7/13 or 7/22/2021
- End of Life BMP's
- Oct. 1<sup>st</sup> deadline Clean Water Farm Awards (DCR will fund signs for next year)

**Virginia Cooperative Extension: Corey Childs:**

- As things have opened up, they are at Full Speed
- Soil Program for Elite Producers to maintain a better understanding of practices and the utilization of practices in hopes of increasing overall adoption.

**Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

**Chesapeake Bay Foundation:**

- Not in attendance.

**Department of Environmental Quality: Sara Bottenfield**

- Not in attendance.

**Other:**





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**Motion to Adjourn: Motion made by Wayne Webb, seconded by Kitty Hockman-Nicholas. Motion passed. Voting Ballot is as follows. \* Kermit Gaither and Paul Burkholder were absent from the Board meeting.**

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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	X		

The meeting adjourned at approximately 12:00noon.

Respectfully submitted,

*Sarah R. Fleming*