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

May 13, 2021

MINUTES

The April Board Meeting was held electronically using the WebEx Conference Service in accordance with Chapter 1283 of the 2020 Acts of Assembly and in compliance with the provisions of 2.2-3708.2 of the Code of Virginia. A recording of the meeting is available at: <https://www.lfswcd.org>.

Those attending via the WebEx meeting platform were:

LFSWCD Directors and Associate Directors

Richard Hoover, Chairman
 Joan Comanor, Vice Chairwoman
 Mary Gessner
 Justin Mackay-Smith
 James Martin
 Paul Burkholder (joined meeting @ 10:19am)
 Jim Fagan
 HB Simpson
 Kermit Gaither
 James Martin
 Ira Richards
 Corey Childs

LFSWCD Staff Members

Dana Gochenour
 Ali Sloop
 Nick Livesay
 Allyson Ponn
 Sheryl Ferguson

Absent Directors or Staff:

Sam Truban (on leave)
 Wayne Webb
 Kitty Hockman-Nicolas

Cooperating Agency Representatives in Attendance:

Brent Barriteau, USDA, Natural Conservation Service
 Debbie Dross, CDC/CDCR
 Sarah Street – LFSWCD Scholarship recipient

Motion is needed to conduct an electronic meeting due to the declaration of emergency related to COVID-19. Motion made by Justin MacKay-Smith, seconded by Kermit Gaither. Motion passed. Voting Ballot is as follows. *Kitty Hockman-Nicholas, Paul Burkholder and Wayne Webb were absent from the Board Meeting at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
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			



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Mr. Hoover called the meeting to order at 10:00 am.

Chairman's Report:

- Chairman Hoover handed the meeting over to Joan Comanor who on behalf of the Education & Information Committee introduced Sarah Street. Sarah was one of two students awarded a scholarship from LFSWCD. Miss Street thanked the Board for the opportunity provided with the Scholarship and went on to share that she will be attending Lees-McRea College where she will pursue a degree in Pre-Vet Medicine / Wildlife Rehabilitation. She hopes to partner with wildlife conservation through her wildlife rehabilitation efforts. The Board wishes Sarah the best in her future endeavors and appreciates her for her time and thanks.
- Approval of March 2021 Minutes

Motion made to approve the April 2021 minutes. Motion made by Joan Comanor, seconded by Kermit Gaither. Motion passed. Voting Ballot is as follows. *Kitty Hockman-Nicholas, Paul Burkholder and Wayne Webb were absent from the Board Meeting at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
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			

- Nominations were opened for the LFSWCD Board Secretary to succeed Amanda Campbell.

Motion was made by Joan Comanor in favor of Sarah Fleming, current LFSWCD Administrative Specialist, for the Board Secretary position. Motion seconded by HB Simpson. *Kitty Hockman-Nicholas, Paul Burkholder and Wayne Webb were absent from the Board Meeting at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
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			



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- Records Retention Officer

Motion was made by Joan Comanor in favor of Sarah Fleming, current LFSWCD Administrative Specialist, for the Records Retention Officer position. Motion seconded by HB Simpson. *Kitty Hockman-Nicholas, Paul Burkholder and Wayne Webb were absent from the Board Meeting at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
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			

- Transfer of DCR Funds

Motion made that the Board endorses the Chairman’s revision of its April 8 decision to transfer \$200,000 to the Loudon SWCD. Instead, he has directed that \$100,000 be sent to Loudon and \$50,000 be sent to the Thomas Jefferson SWCD, per the subsequent requests received from both districts through DCR. Motion made by HB Simpson, seconded by Joan Comanor. *Kitty Hockman-Nicholas, Paul Burkholder and Wayne Webb were absent from the Board Meeting at the time of vote.

Name	Yes	No	Abstain		Name	Yes	No	Abstain
Richard Hoover	X				Kermit Gaither	X		
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			

- Paul Burkholder arrived to meeting.
- Software Updates. Sheryl made the recommendation to move forward with TeamLogicIT and Microsoft Office 365 for the Districts server/software needs.



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Motion made to move forward with Software and IT updates per Sheryl Ferguson’s recommendations. Motion made by HB Simpson, seconded by Justin MacKay-Smith. *Kitty Hockman-Nicholas and Wayne Webb 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	X		
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			

- FY21 3rd Quarter Reports were submitted and approved by DCR.
- Small herds initiative = Dana Gochenour, Nick Livesay and Alison Sloop participated in the Small Herds Initiative Webinar. Dana & team plan to discuss further.
- Current Obligated VACS at 88%
- Update on End of Years reports / Attachment D: In Wayne Webb’s absence Jim Martin reported that the Finance Committee/Treasurer is working with other LFSWCD committees to obtain their budget requests. Multiple Committee members and staff attended the virtual Attachment D training webinar.
- Debbie Cross, CDC/DCR expressed the importance of following FOIA. Specifically, FOIA does not allow Committees to discuss or vote via email correspondence. Email correspondence may be used to gather information. However, topic discussions and voting must be done in a meeting setting.
- Sam Truban will return from leave the 2nd week of June 2021.
- County/City Budget Contributions:
 - Shenandoah County has budgeted \$15,000.00 to LFSWCD for FY22.
 - Chairman Hoover is in discussions with Mr. Daley, of Warren County, as it seems there may have been an error in a letter received concerning our approved contribution for FY22.



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Treasurer's Report:

- James Martin reported that, as of the current meeting, bank statements for April and May have been received, reconciled and reviewed. The 2 outstanding checks passed the sixty(60) day mark in the reports have been resolved by our Administrative Specialist.
- Committees please submit any budget requests.

Technical Reports:

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

Conservation Specialist, Sam Truban: N/A

Conservation Specialist, Ali Sloop: Nothing to add to written report.

Conservation Specialist, Nick Livesay: Nothing to add to written report.

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

- Chairman Hoover asked if we are participating in a Fish Fry Float. Allyson shared information on this family friendly event, in which we are assisting, Friends of the North Fork of the Shenandoah River, to include kayaking trips, tubing trips, environmental and nature education, food, music and much more! Keep an eye out for a press release closer to the event date in June 2021. The event is held at the Strasburg Town Park.

Contractor for Conservation Services, Sheryl Ferguson: In addition to her written report, Sheryl added that Admin. Specialist, Sarah Fleming, and she are furthering education by taking some QuickBooks online lessons/trainings.

Alliance for the Shenandoah Valley: Joan Comanor

- Ms. Comanor had nothing to add to the written report.

Conservation Easements Committee:

- Mr. Richards had nothing to add.



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Conservation Technical Committee:

- Mary Gessner reviewed the CTC written report.

A motion was made, to approve the projects outlined in the written report submitted from the CTC, by Mary Gessner and seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Kitty Hockman-Nicholas and Wayne Webb were absent from the Board Meeting.

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Richard Hoover	X				Kermit Gaither	X		
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			

Dam Safety Committee:

- Mr. Fagan added that the State will be holding a virtual Dam Owner Meeting on 5/21/2021. The topics are to include information on Small Dam Repair & Monitoring Program and Dam Rehabilitation.

Education and Information Committee:

- Allyson Ponn will be sending out an email to committee members to schedule a virtual meeting.

Finance Committee:

- Mr. Webb was not present. Jim Martin will make contact in regards to the need of a Finance Committee meeting.
- Please note the Finance Committee has reviewed the Annual Desktop Procedures for the Fiscal Year.

Legislative Committee: Paul Burkholder

- Mr. Burkholder reported that Mr. Dan Hoffman, City of Winchester is still working on finding out how much and if they can give a contribution to LFSWCD with in their annual budget. There seems to be some legality clarifications made on his end.



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Northern Shenandoah Valley Regional Committee: Wayne Webb

- Mr. Webb was not present.

Operations Committee: Justin MacKay-Smith

- Please note the Annual Plan of Work has had an initial review by the Operations Committee.
- All Committees please schedule to meet and review/update your current Annual Plan of Work and submit any changes to the Operations Committee. Please notify if there are no changes as well.
- The Operations Committee will be meeting virtually, Tuesday, May 18, 2021 @ 10am to review the Annual Plan of Work.
- Mr. Hoover discussed the possibility of an in-person Board Meeting for June 2021.

Personnel Committee: HB Simpson

- Mr. Simpson stated the Personnel Committee will be holding a meeting on June 7, 2021 @ 9:00am. Followed by Staff Personnel Reviews to start at 9:30am. These meetings will take place in the Community Room located next to the LFSWCD Offices.
- Mary Gessner raised the concern of Staffing needs due to the major increase of Cost Share Funding.
- Debbie Cross clarified some items pertaining to Cost Share.

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- Ms. Comanor reported that the Shenandoah Water Resource Advisory Committee met on May, 12, 2021. They plan to mail all land owners adjoining the Shenandoah River literature, in the early Fall, to promote Soil & Water and other incentives.

Shenandoah Pure Water Forum: Dick Hoover

- Mr. Hoover had nothing to add.



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Urban BMP Committee: Kermit Gaither

- Mr. Gaither reported there will be one project in Shenandoah County finishing by the end of the Month.

Natural Resources Conservation Service: Brent Barriteau

- USDA MOA's with the Soil & Water Districts are in process of being reviewed. USDA invited 4 SWCD's to participate in the drafting of the MOA's.
 - Brent requested time at the June meeting to discuss the updated MOA. We will receive a hard copy prior to the meeting for review. Brent will not be in attendance due to a schedule conflict but will request a Kathy Holm or David Kriz to participate in his absence.
 - The MOA will be in a slightly different format than years past. There will 2 documents; Operation Standards, and Shared Items/Office Space. Current status should remain as normal.
- NRCS had 35 Conservation applications – only 9 were approved for funding. After explaining some of the process and the NRCS ranking system, Brent shared that these unfunded projects were still in need of help, and asked if LFSWCD Staff would be willing to take a look to see if we could be of assistance.
- Joan Comanor asked about access to office and updated COVID-19 guidelines.
 - Although there have been some mandates lifted our office currently does not have the needed safe space to allow clients inside. At this time Brent feels it is still a best practice to meet clients outside and on location.

Virginia Department of Conservation & Recreation: Debbie Cross

Debbie Highlighted a few items on her report

- Cost Share report numbers
- Importance of project completion
- Virtual trainings – please see links in her report
- Mobilization Payment Pilot Project (MPPP) Virtual Meeting – June 15, 2021



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Virginia Cooperative Extension: Corey Childs:

- Commercial or Private VDEX License Certification
 - New testing locations and dates coming out soon
 - Online course available also

Virginia Department of Forestry: Matt Wolanski

- N/A

Chesapeake Bay Foundation:

- N/A

Department of Environmental Quality: Sara Bottenfield

- N/A

Motion to Adjourn: Motion made by Joan Comanor, seconded by Mary Gessner. Motion passed.

Voting Ballot is as follows. * *Kitty Hockman-Nicholas and Wayne Webb were absent from the Board meeting.*

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Richard Hoover	X				Kermit Gaither	X		
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			

The meeting adjourned at approximately 11:30a.m.

Respectfully submitted,

Sarah R. Fleming