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

April 8, 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  
 Kitty Hockman-Nicholas  
 Justin Mackay-Smith  
 James Martin  
 Paul Burkholder  
 Jim Fagan  
 Wayne Webb  
 HB Simpson  
 Kermit Gaither  
 James Martin  
 Ira Richards

**LFSWCD Staff Members**

Dana Gochenour  
 Ali Sloop  
 Nick Livesay  
 Allyson Ponn  
 Sheryl Ferguson

**Absent Directors or Staff:**

Sam Truban (on leave)  
 Corey Childs

**Cooperating Agency Representatives in Attendance:**

Brent Barriteau, USDA, Natural Conservation Service

**Motion is needed to conduct an electronic meeting due to the declaration of emergency related to COVID-19. Motion made by Paul Burkholder, seconded by Kitty Hockman-Nicholas. Motion passed.**

**Voting Ballot is as follows. \*Corey Childs was 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         | X          |           |                |
| Joan Comanor   | X          |           |                |  | Kitty Hockman-Nicholas | X          |           |                |
| Ira Richards   | X          |           |                |  | HB Simpson             | X          |           |                |
| *Corey Childs  |            |           |                |  | Paul Burkholder        | X          |           |                |
| Mary Gessner   | X          |           |                |  | Justin Mackay-Smith    | X          |           |                |
| James Fagan    | X          |           |                |  | Wayne Webb             | X          |           |                |



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

**Motion made to approve the March 2021 minutes. Motion made by HB Simpson, seconded by Kitty Hockman-Nicholas. Motion passed. Voting Ballot is as follows. \*Corey Childs was 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         | X          |           |                |
| Joan Comanor   | X          |           |                |  | Kitty Hockman-Nicholas | X          |           |                |
| Ira Richards   | X          |           |                |  | HB Simpson             | X          |           |                |
| *Corey Childs  |            |           |                |  | Paul Burkholder        | X          |           |                |
| Mary Gessner   | X          |           |                |  | Justin MacKay-Smith    | X          |           |                |
| James Fagan    | X          |           |                |  | Wayne Webb             | X          |           |                |

**Chairman’s Report:**

- Chairman Dick Hoover brought to attention that with Amanda Campbell’s retirement a new Board Secretary will need to be formally chosen. He suggested this be done at the next meeting and welcomed input on nominees.
- In the absence of Debbie Cross, CDC/DCR Mr. Hoover review her written report and touched base on the Small Herds Initiative Program as well as the reallocation of funds to needing districts. Dana Gochenour added that the CTC would be presenting a reallocation offer and requesting motion during their report period.
- Chairman Hoover asked Nick Livesay for a Community Garden update. Nick reported all was going well and that he Washington Smithsonian student and Allyson Ponn had been hard at work on the project.
- Mr. Hoover announced that Marietta Walls had asked to step down as Chair of the Urban BMP Committee. Marietta will be replaced by Kermit Gaither.
- FY21 3<sup>rd</sup> Quarter Reports are well under way.
- Area 1 Spring Meeting reminder: the meeting will be held virtually on 4/24/2021 at 9:00am



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- Paul Burkholder was happy to announce that he had a great conversation with Winchester City Manager, Dan Hoffman, and that Mr. Hoffman has offered a local contribution of \$11,000.00. The City is also interested in partnering with LFSWCD on gardening projects as well as learning how to get involved with education/recreation opportunities. Paul will be working with Allyson Ponn to get more information for Mr. Hoffman.
- During the Chairman’s report the purchasing of updated software (specifically QuickBooks 2021 and Microsoft Office 365) was thoroughly discussed and both the Finance Committee and Board made motions on this topic.

**Motion was made by Joan Comanor and seconded by HB Simpson for the *Finance Committee*, to vote on record, the approval of the Finance Committees recommendation of the Software purchases. Motion passed. Voting Ballot is as follows. \*Bernard Nagelvoort was 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> |
|--------------|------------|-----------|----------------|--|---------------------------|------------|-----------|----------------|
| Wayne Webb   | X          |           |                |  | *Bernard “Bud” Nagelvoort |            |           |                |
| Joan Comanor | X          |           |                |  | James Martin, Treasurer   | X          |           |                |
| HB Simpson   | X          |           |                |  | Sarah Fleming             | X          |           |                |

Shortly followed by the Boards motion of:

**Motion requested of the Board’s approval for the recommendation given by the Finance Committee to purchase updated QuickBooks and Microsoft 365 software; with the final approval of the Finance Committee Chair on the Microsoft 365 package, once all bids are received. Motion made by Wayne Webb, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. \*Corey Childs was 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 | X          |           |                |
| Ira Richards   | X          |           |                |  | HB Simpson             | X          |           |                |
| *Corey Childs  |            |           |                |  | Paul Burkholder        | X          |           |                |
| Mary Gessner   | X          |           |                |  | Justin MacKay-Smith    | X          |           |                |
| James Fagan    | X          |           |                |  | Wayne Webb             | X          |           |                |

**Treasurer’s Report:**



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James Martin reported that, as of the current meeting, bank statements for March have been received, reconciled and reviewed. There are no outstanding checks passed the sixty(60) day mark.

**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.

**Contractor for Conservation Services, Sheryl Ferguson:** In addition to her written report, Sheryl will be looking for a new Website Host for LFSWCD.

**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.

**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 Joan Comanor. Motion Passed. Voting Ballot is as follows. \*Corey Childs was 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         | X          |           |                |
| Joan Comanor   | X          |           |                |  | Kitty Hockman-Nicholas | X          |           |                |
| Ira Richards   | X          |           |                |  | HB Simpson             | X          |           |                |
| *Corey Childs  |            |           |                |  | Paul Burkholder        | X          |           |                |
| Mary Gessner   | X          |           |                |  | Justin MacKay-Smith    | X          |           |                |
| James Fagan    | X          |           |                |  | Wayne Webb             |            | X         |                |



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**Dam Safety Committee:**

Mr. Fagan had nothing to report.

**Education and Information Committee:**

Joan Comanor reported that the Scholarship monies would be split between two (2) very applicants. Both of these selected applicants will receive \$750.00. Of the two (2), one (1) candidate will advance to the State level.

**Finance Committee:**

Mr. Webb had nothing to add.

**Legislative Committee: Paul Burkholder**

Mr. Burkholder had nothing to add.

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

Mr. Webb had nothing to add.

**Operations Committee:**

Nothing to add.

**Personnel Committee:**

Mr. Simpson had nothing to add.

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

Ms. Comanor had nothing to add.

**Shenandoah Pure Water Forum: Dick Hoover**

Mr. Hoover had nothing to add.

**Urban BMP Committee:**

Mr. Gaither had nothing to add.



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**Natural Resources Conservation Service: Brent Barriteau**

- NRCS is currently working on review for Environmental Quality Incentives Applications. Funding results will go out the 1<sup>st</sup> week of May 2021.
- The stream study, mentioned in the last meeting, has found all needed participants within our district.

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

Ms. Cross was unable to attend. However, her written report was reviewed during the Chairman's report.

**Virginia Cooperative Extension: Corey Childs:**

Mr. Childs was not in attendance.

**Virginia Department of Forestry: Matt Wolanski**

N/A

**Chesapeake Bay Foundation:**

N/A

**Department of Environmental Quality: Sara Bottenfield**

Ms. Bottenfield was not in attendance. However, Mr. Hoover did request Dana and/or other Staff to please review the 2<sup>nd</sup> bullet point regarding the "Water Quality Report" from Sara's written report. He would like further discussion on this topic at the next Board meeting.

**Other Business:**

Mr. Webb requested that James Martin be updated to Treasurer on the 2021 Committee listing. This will be done under the Finance Committee list.



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**Motion to Adjourn: Motion made by Wayne Webb, seconded by Joan Comanor. Motion passed.**  
**Voting Ballot is as follows. \* Corey Childs was absent from the Board meeting. Wayne Webb exited virtual meeting prior to casting ballot 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         | X          |           |                |
| Joan Comanor   | X          |           |                |  | Kitty Hockman-Nicholas | X          |           |                |
| Ira Richards   | X          |           |                |  | HB Simpson             | X          |           |                |
| *Corey Childs  |            |           |                |  | Paul Burkholder        | X          |           |                |
| Mary Gessner   | X          |           |                |  | Justin MacKay-Smith    | X          |           |                |
| James Fagan    | X          |           |                |  | *Wayne Webb            |            |           |                |

The meeting adjourned at approximately 12:01p.m.

Respectfully submitted,

*Sarah R. Fleming*