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

Meeting held virtually via WebEx Conference Service
A recording of the meeting is available at: www.lfswcd.org

February 11, 2021

MINUTES

The February 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.

Those attending via the WebEx meeting platform were:

LFSWCD Directors and Associate Directors

Richard Hoover, Chairman
Joan Comanor, Vice Chairwoman
Mary Gessner
Kitty Hockman-Nicolas
Justin Mackay-Smith
James Martin
Paul Burkholder
Jim Fagan
Wayne Webb
HB Simpson
Kermit Gaither

LFSWCD Staff Members

Dana Gochenour
Sam Truban
Ali Sloop
Nick Livesay
Allyson Ponn
Sheryl Ferguson

Directors Absent:

James Martin
Ira Richards
Corey Childs

Cooperating Agency Representatives:

Debbie Cross, Virginia Department of Conservation & Recreation
Brent Barriteau, USDA, Natural Conservation Service
Matt Wolanski, Virginia Department of Forestry

Motion is needed to conduct an electronic meeting due to the declaration of emergency related to COVID-19. Motion made by Paul Burkholder – and seconded by Joan Comanor. Motion passed.

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



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Motion made to approve the February minutes –

Motion made by HB Simpson – and seconded by Kitty Hockman-Nicolas. Motion passed.

Chairman's Report:

Chairman Dick Hoover thanked Dana for setting up a workstation for the new Administrative Specialist. Mr. Hoover authorized the purchase of a new desk for this space and is requesting approval of the Board for the desk cost of \$749.63 as well as a 3 year protection plan costing \$49.99.

Motion made for the purchase approval by HB Simpson – seconded by Joan Commanor. Motion Passed.

Chairman Hoover requested an update on the mid year personnel reviews. It was discussed that these would be taking place on or around March 17, 2021. Dana Gochenour will be scheduling with each individual. Dick is to provide Dana an email with information pertaining to the review questions.

Conservation Planner Certification Updates: Nick Livesay and Alison Sloop attended and completed their final Virtual Webinar with Jen Edwards and Carl from DCR. Upon a Field Review in April both Nick & Alison will be certified.

Discussion for the purchased of a battery operated doorbell for the main office door – Allyson Ponn is still researching to purchase the best suitable device for our office needs.

Sam Truban will be out of the office for 12 weeks starting, approximately, March 4, 2021. He and his Fiancé will be welcoming a new daughter to their family.

Mr. Hoover strongly expressed the need to respond to Meeting Invitations. In recent weeks two meetings were affected due to untimely or no response being made for attendance. Please check your emails and respond accordingly in a timely manner.

Treasurer's Report:

James Martin was not available for this meeting.



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Technical Reports:

Senior Conservation Specialist, Dana Gochenour: Nothing to add to written report. Chairman Hoover asked about obligated funds – Dana responded that we are on track. Debbie Cross with DCR stated that if LFSWCD did not need or were not obligating all funds that there were other Districts in need (Specifically, Loudoun County). Joan Comanor complimented the LFSWCD Staff on their help/work through the retirement transition of Ms. Campbell.

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

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

Conservation Specialist, Nick Livesay: Added that all Field Agents had Infield Engineering Job Approval Reports with Amanda Pennington, Lead Engineer, DCR. He is happy to report that all agents are doing well with their Engineer Layouts.

Education and Program Support Specialist, Allyson Ponn: Nothing to add to written report. Mr. Hoover thanked Allyson for her secretarial duties and commended her on her detailed minutes.

Contractor for Conservation Services, Sheryl Ferguson: Nothing to add to written report. Mr. Hoover thanked Sheryl for all her work during the transition.

Alliance for the Shenandoah Valley: Joan Comanor

Nothing to add to written report.

Conservation Easements Committee:

Ira Richards not present.



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Conservation Technical Committee: Corey Childs not present. Mary Gessner presented items.

There are 2 projects from 2020 needing approval of increases. These are SL-7, Extension of Watering Projects and are in need of an increase of \$3000.00 of Cost Share and Tax Credits. Per info from the committee report **Mary Gessner made motion to approve these two increases – seconded by Wayne Webb. Motion passed.**

Several new projects were approved by the committee including a SL-1, SL-6 and a WP-4. Mary made motion for the projects to be approved; however, Mr. Webb asked they be separated for approval in lieu of a group approval.

Mary Gessner made motion for approval on the SL1 Cover Crop Project – seconded by Wayne Webb. Motion Approved. *Justin Mackay-Smith abstained his vote on this motion.*

Mary Gessner made motion for approval of the SL6 and WP4 projects – seconded by Joan Comanor. Motion Approved. *Mr. Wayne Webb voted NO to this motion.*

Staff was asked where we were on promoting the Ag Survey. Allyson Ponn replied that information was on the LFSWCD website and upcoming Newsletter. It was also being shared by the Coop Extension and Farm Bureau.

Dana Gochenour reported on a hopefully upcoming project, the Mobilization Payment Pilot Program. She has spoken with David Brian and so far there are 4 participating Districts; Lord Fairfax, Daniel Boone, Lonesome Pine and Peter Francisco. The Program goes for approval in March, once approved DCR will work on getting forms and details out.

Dam Safety Committee:

Nothing to add to written report.

Education and Information Committee:

Nothing to add to written report. Made comment of the February 11, 2021 meeting to discuss future and current projects and that the Shenandoah County Budget Request Meeting was scheduled for the afternoon of March 11, 2021. It is not yet known if this will be an in person meeting or virtual.



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Finance Committee:

Due to a transitioning oversight the Finance minutes were not included in the Agenda package. They will be added to the March packet for review and approval.

Legislative Committee: Paul Burkholder

Nothing to Report.

Northern Shenandoah Valley Regional Committee: Wayne Webb

Nothing to Report. Mr. Webb stated that he was not present at the last meeting but minutes are posted if anyone wants to view.

Operations Committee:

The Committee would like to extend the Strategic Plan for 1 year.

Justin Mackay made motion for approval – seconded by Kermit Gaither/Wayne Webb. Motion passed.

Personnel Committee:

Sarah Fleming will be starting on February 22, 2021 as the new Administrative Specialist.

HB asked about COIA Training and if everyone had completed. Debbie Cross added that everyone had taken this in 2019 and it would be needed again in 2021. Debbie is going to do some research and get back to us.

Shenandoah County Water Resources Advisory Committee: Joan Comanor

Nothing to report. Meeting was cancelled due to weather. Mary Gessner added that Shenandoah County approved up to \$50,000.00 in roll back taxes to be split 50/50 between the Conservation Easement Authority & Industrial Development Authority.

Shenandoah Pure Water Forum: Dick Hoover

Nothing to report.

Urban BMP Committee:

N/A



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Natural Resources Conservation Service: Brent Barriteau

Brent discussed his email that he sent out to everyone. The office is back to “Phase Zero”. This mainly affects the cubicle spaces in the office as only one person is allowed to work in this area at a time. Alternative work areas were discussed. Masks are mandatory at all times within the building unless in a closed door office. Front doors are to remain locked. No Customers inside the office. New locks have been installed.

Brent made the Board aware of some confidential documents found in the recycle bin. Members and staff agree that a shredder is needed for the office. Purchasing allowance was discussed and decided that office staff may obtain a shredder, to meet office needs, of no more than \$1000.00.

Motion was made by Wayne Webb – seconded by HB Simpson. Motion Passed.

Virginia Department of Conservation & Recreation: Debbie Cross

Corey Childs took his oath and has submitted to Richmond.

Cost Share and Technical Assistance Funds should be received in the next few weeks. Letters were sent out Friday.

Governor extended the session for 15 days. Budget Proposals look good for Soil & Water needs.

Debbie thanks the Conservation Specialists for their AG EMP Verifications being done by the deadline. Don't forget there are more for 2021 and they are Due September 2021.

Residual Tillage Survey – this is done every 5 years. We will be receiving information on this from DCR, due June 30, 2021. Sheryl Ferguson performed this for LFSWCD last time. Debbie said this time it would be a 2 person job. This is compensated. There is an informational Webinar on Friday February 12, 2021. Dana will be participating.

BMP Survey Deadline is March 12, 2021.

Grant Deliverables need met by June 30, 2021.

Virginia Cooperative Extension: Corey Childs:

N/A - HB Simpson mentioned reading the Spotted Lantern Fly Program was extending to Clarke and Warren Counties and would be discussed mid-March.



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Virginia Department of Forestry: Matt Wolanski

They have lots of changes in their office. Four of their 6 person staff has less than 1 year experience but all are great to work with.

Ashley Mauck is the new Bay & Watershed Specialist. She started the beginning of February.

Foresters include: Cain, Shenandoah & Warren Counties; Zach, Rockingham & Page Counties; Matt W., Frederick & Clarke Counties.

Discussed Mountain to Bay Buffer Planting Program w/ Chesapeake Bay Foundation

Trees & Clean Water Grant Deadline is February 16, 2021

As always trees can be purchase at buyvatrees.com

Chesapeake Bay Foundation:

N/A

Department of Environmental Quality:

N/A

Other Business:

Wayne Webb discussed his email on the Bay receiving a Grade of "D"

Debbie Cross, DCR revisited items to be tracked on our Grant Deliverables Log. Wayne Webb will call a Finance Committee meeting to discuss.

Motion to Adjourn: Motion made by Wayne Webb – seconded by HB Simpson. Motion passed.

Respectfully submitted,

Sarah R. Fleming