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

MINUTES

The May 12, 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

Richard Hoover, Chairman
 Joan Comanor, Vice Chairwoman
 Justin Mackay-Smith
 Kitty Hockman-Nicholas
 Ira Richards
 James Fagan
 HB Simpson
 Corey Childs
 Kermit Gaither
 Wayne Webb

Associate Directors

Bud Nagelvoort

LFSWCD Staff Members

Sarah Fleming

Absent Directors or Staff:

Mary Gessner
 Paul Burkholder
 Sheryl Ferguson
 Dana Gochenour
 Nick Livesay
 Madison Coffey
 Allyson Ponn
 Sabrina Vladu

Cooperating Agency Representatives & Guests in Attendance:

Brent Barriteau, NRCS
 Debbie Dross, CDC/DCR

The meeting was called to order by Chairman Hoover at 10:01 am.

- Approval of the April 2022 Minutes

Motion: Board approval of the April 2022 minutes. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Mary Gessner & Paul Burkholder were absent 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	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



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Chairman's Report: Richard Hoover

Chairman Hoover reviewed his written report.

- Mr. Hoover asked Finance Director Webb and Assistant Treasurer Nagelvoort how the FY23 Budget was coming along. Mr. Webb gave a verbal report on the Draft Budget with a few minor edits.

MOTION: Board Approval of the DRAFT FY23 Budget as presented by Wayne Webb at the 5/12/2022 Board Meeting. Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. *Mary Gessner & Paul Burkholder were absent at the time of vote.

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

- Personnel Reviews will be performed on June 15, 2022.
- Updates on FY23 Funding from Counties & City within the District
- Sarah Fleming has been appointed to the Operations Committee.
- As the State has moved to a 60day remittal on expense reimbursements, we would ask that District Expense Reimbursement Requests be turned in Monthly so as to not miss any deadlines.
- Mr. Hoover asked Debbie Cross of any updates on the EPA Funds. She replied that DEQ would be administering these funds.
- Mr. Hoover asked for Sarah Fleming to inform the group of some insurance items. The main item of interest was the need of Content Insurance. Sarah has contacted RMS with VA Commonwealth as well as our current liability insurer for quotes.

MOTION: Board delegates authority to Chairman Hoover to decide which company to purchase content insurance through once quotes are received. Motion made by Justin Mackay-Smith, seconded by James Fagan. Motion Passed. Voting Ballot is as follows. *Mary Gessner & Paul Burkholder were absent at the time of vote.

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



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Treasurer’s Report: Stephanie Shillingburg

- In Mrs. Shillingburg’s absence Mr. Nagelvoort reported that all looks well. A few outstanding checks are listed on the reports, but these do not present any issues. Mr. Nagelvoort suggested adding a line to the reports to include the previous month Statement Balances.

Motion: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet).

Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.

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

Board Secretary: Sarah Fleming

- Nothing to add to her written report.

Technical Reports:

Senior Conservation Specialist, Dana Gochenour:

- Not in attendance - vacation

Conservation Specialist, Nick Livesay:

- Not in attendance - vacation

Conservation Specialist, Madison Coffey:

- Not in attendance – Training participation

Conservation Specialist, Sabrina Vladu

- Not in attendance – Training participation

Education and Program Support Specialist, Allyson Ponn:

- Not in attendance – Training participation

Contractor for Conservation Services, Sheryl Ferguson:

- Not in attendance.



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Finance Committee: Wayne Webb

- Mr. Webb had nothing to add, all information was given during the Chairman’s report.

Alliance for the Shenandoah Valley: Joan Comanor

- Nothing to add to the written report.

Conservation Easements Committee: Ira Richards

Discussion has been had between Dana Gochenour and Taylor Evans, Director of Land Protection at Valley Conservation Council, about the possibility of LFSWCD transferring sole ownership of our co-held easements to VCC. Mr. Evan’s presented this to the VCC’s Land Protective Committee, and they are supportive. Therefor, Mr. Evan’s will present this offer to the VCC Board at their May meeting. Once LFSWCD is given a response we will take the item to motion.

Conservation Technical Committee: Corey Childs

- Corey Childs reviewed the CTC written report.

Motion: Board Approval of recommending a State Project Cap increase from \$150,000.00 to \$250,000.00 as outlined in the CTC meeting minutes from 5/5/2022. **Motion made by Corey Childs, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** *Mary Gessner & Paul Burkholder were *absent 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	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: Board Approval of recommending a State increase on Cover Crop projects from \$20/acre to \$40/acre as outlined in the CTC meeting minutes from 5/5/2022. **Motion made by Corey Childs, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Mary Gessner & Paul Burkholder were *absent 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	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



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Motion: Board Approval of the Clothing & Boot Policy as outlined in the CTC meeting minutes from 5/5/2022. Motion made by Corey Childs, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. *Mary Gessner & Paul Burkholder were *absent 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	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb		X	

Motion: Board Approval of the lettering of all District Vehicles as discussed during the 5/12/2022 Board meeting. Motion made by Wayne Webb, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows. *Mary Gessner & Paul Burkholder were *absent 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	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Motion: Board Approval of Contracts: 13-22-0071, 13-22-0072 and 13-22-0070 as outlined in the CTC meeting minutes from 5/5/2022. Motion made by Corey Childs, seconded by Kitty Hochman-Nicholas. Motion Passed. Voting Ballot is as follows. *Mary Gessner & Paul Burkholder were *absent 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	X			HB Simpson	X		
Corey Childs	X			*Paul Burkholder			
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



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Motion: The Board delegates Authority to the CTC for decision making at the June 23, 2022 committee meeting as outlined in the CTC meeting minutes from 5/5/2022. **Motion made by Corey Childs, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Mary Gessner & Paul Burkholder were *absent 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	X				HB Simpson	X		
Corey Childs	X				*Paul Burkholder			
*Mary Gessner					Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

Dam Safety Committee: James Fagan

- Nothing new to report.

Education and Information Committee: Joan Comanor

- There will be a Committee meeting directly following the 6/9/22 Board Meeting.

Finance Committee: Wayne Webb

- Mr. Webb had nothing to add, all information was given during the Chairman’s report.

Legislative Committee: Paul Burkholder

- Mr. Burkholder was absent from the meeting.

Northern Shenandoah Valley Regional Committee: Wayne Webb

- Currently working on Regional Broadband.
- There will be no meeting in May.

Operations Committee: Justin MacKay-Smith

- 2nd Review of the Annual Plan of Work has been completed.
 - Some committees have submitted edits for NEXT program years. We will vote on that version at the June Board meeting
- Please review of the strategic plan (included in Board Packet). An electronic version will be sent by Allyson as well. Please submit any edits to Allyson by June 1st. We will present and request vote for approval at the June Board Meeting.



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Personnel Committee: HB Simpson

- As previously stated during the Chairman's report, end of year Staff Personnel Reviews will take place on June 15, 2022.

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- The meeting scheduled for May 11, 2022, was cancelled. The next meeting will be in August.

Shenandoah Pure Water Forum: Dick Hoover

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

Urban BMP Committee: Kermit Gaither

- Mr. Gaither had nothing to report.

Natural Resources Conservation Service: Brent Barriteau

- Office Staffing is currently at 100%.
- All office restrictions have been removed.
- Grateful for District and "Piggyback" programs.

Virginia Department of Conservation & Recreation: Debbie Cross

Debbie reviewed her written report.

- As of 5/12/2022, a State Budget has not been approved.
- State Budget must be approved by June 30, 2022.
- Secondary Considerations and Cost list are due by June 30, 2022. The deadline has been relaxed but must be submitted prior to any FY23 contract approvals are made.
- Discussion on Nutrient Management Plans.
- When asked about who approves Animal Waste Projects – Debbie reminded that **ALL Animal Waste Projects MUST BE APPROVED by Amanda Pennington, DCR Engineer.**

Justin Mackay-Smith excused himself from the meeting at approx. 11:30am

Virginia Cooperative Extension: Corey Childs

- Big turnout to the Beef Meeting held on 5/11/22 – approx. 260 attendees.
- Lots of upcoming classes – check out the Extension Website
 - Equine Series; VDEX
 - Beef Cattle; reproduction
 - Fruit Growing
- Bobby Clark, Ext Agent is doing a study on Slug (& other Insect) Damage to Corn Crops.
- Discussion on rising costs of Fertilizers, Seeds and Fuel and effects it may have in the future.



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- Current selling prices are good but when starting to replant the rising costs of the above items will quickly burn through any capital gained.
- Ms. Hockman-Nicholas brought up the importance of buying from local farmers and markets. She and Corey agreed it is always a good idea to create local relationships and get orders in to ensure your future commodity needs are met.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Bottenfield

- Not in attendance.

Other:

Motion to adjourn the May 12, 2022, Board of Director’s Meeting. Motion Made by Wayne Webb, seconded Mary Gessner. Motion Passed. Voting Ballot is as follows. * Justin Mackay-Smith, Mary Gessner and Paul Burkholder 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	X				HB Simpson	X		
Corey Childs	X				*Paul Burkholder			
*Mary Gessner					*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

The meeting adjourned at approximately 12:00 noon.

Respectfully submitted,

Sarah R. Fleming