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

December 9, 2021

MINUTES

The December 9, 2021, 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 and Associate Directors

Richard Hoover, Chairman
Joan Comanor, Vice Chairwoman
Paul Burkholder
Bud Nagelvoort
Corey Childs
Mary Gessner
HB Simpson
James Fagan
Justin Mackay-Smith (had to leave approx. 10:30am)
Wayne Webb
Kermit Gaither

Cooperating Agency Representatives in Attendance:

Brent Barriteau, NRCS
Debbie Dross, CDC/DCR

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Madison Coffey
Allyson Ponn

Absent Directors or Staff:

Sam Truban
Sheryl Ferguson
Corey Childs
Kitty Hockman-Nicholas
Ira Richards

The meeting was called to order by Chairman Hoover at 10:00 am.

- Approval of November 2021 Minutes

Motion: Board approval of the September 2021 minutes. **Motion made by Mary Gessner, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards & Kitty Hockman-Nicholas were absent from the Board Meeting at time of vote.



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Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
*Ira Richards				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 Hoover reviewed his written report.
- Opened floor for Board Nominations
 - HB Simpson Nominated Richard W. Hoover as Chairman of the Board

Motion: Richard W. Hoover to hold position of Chairman for the period of 1/1/2022 -12/31/2022.

Motion made by HB Simpson, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *Corey Childs, Ira Richards & Kitty Hockman-Nicholas 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

- HB Simpson nominated Joan Comanor as Vice Chairman of the Board

Motion: Joan Comanor to hold position of Vice Chairman for the period of 1/1/2022 - 12/31/2022.

Motion made by Paul Burkholder, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Corey Childs, Ira Richards & Kitty Hockman-Nicholas 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			
*Ira Richards				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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- o Joan Comanor nominates Bernard Nagelvoort as Treasurer of the Board

Motion: Bernard Nagelvoort to hold position of Treasurer for the period of 1/1/2022 – 12/31/2022.

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

- o Sarah Fleming nominated to serve as Board Secretary

Motion: Sarah Fleming to hold position of Board Secretary for the period of 1/1/2022 – 12/31/2022.

Motion made by Wayne Webb, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. *Corey Childs, Ira Richards & Kitty Hockman-Nicholas 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

- o Re-appointment of FOIA Officer and Record Retention Officer

Motion: Allyson Ponn to hold position of FOIA Officer and Sarah Fleming to hold position of Record Retention Officer for the period of 1/1/2022 – 12/31/2022. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards & Kitty Hockman-Nicholas 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			
*Ira Richards				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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- Paul Burkholder to join Operations Committee
- Update on Nutrient Credit Study participated in by Justin Mackay-Smith
 - Meeting was held 12/1/2021.
 - Lots of questions, not many answers at this time.
 - No follow up meeting was planned.
- Mr. Hoover asked Dana how the District was doing on Cost Share Obligations. Dana responded that there was not going to be any issue to reach our 90%. She also presented a Chart to show the number of Contracts and cost amounts each Conservation Specialist was currently working with.
 - Joan requested this report be presented quarterly to the Board.

Justin Mackay-Smith excused himself from the meeting at approximately 10:30a.m.

Treasurer's Report:

- Compliments to Sarah on her work on the Audit
- Compliments to Field Staff for their work.

Board Secretary:

- Sarah Fleming, Board Secretary had nothing to add to her written report.

Technical Reports:

Senior Conservation Specialist, Dana Gochenour: Alison Sloop's contract has been signed and she is back Part-Time. She is helping with LOGI and other items.

Conservation Specialist, Sam Truban: absent

Contracted Part-time Conservation Specialist, Ali Sloop: Not in attendance.

Conservation Specialist, Nick Livesay: Bud asked Nick if he foresees any large WP-4's in the future. Nick responded that we do have a few dairies asking - word of mouth is going to travel, and he suspects there will be more interest in the future.

Conservation Specialist, Madison Coffey: Nothing to add to written report.

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

- Mary Gessner complimented Ally on her good work and presentation to the Get Paid to Go Green Webinar

Contractor for Conservation Services, Sheryl Ferguson: Not in attendance.



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Alliance for the Shenandoah Valley: Joan Comanor

- Reviewed written report.

Conservation Easements Committee:

- Mr. Richards was absent from the meeting.

Conservation Technical Committee:

- Mary Gessner reviewed the CTC written report.

Motion: To approve DCR Approved Variances; contract no. 13-22-0019 and contract no. 13-22-0025 as outlined in the CTC meeting minutes from 11/04/2021. **Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows* Corey Childs, Ira Richards, Kitty Hockman-Nicholas & Justin Mackay-Smith were absent from the Board Meeting at 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			
*Ira Richards					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb		X	

Motion: To approve the remaining projects, as outlined in the CTC meeting minutes from 11/04/2021.

Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.

**Corey Childs, Ira Richards, Kitty Hockman-Nicholas & Justin Mackay-Smith were absent from the Board Meeting at 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			
*Ira Richards					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb		X	



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Motion: To approve the 8 additional Cover Crops as presented by Allyson Ponn during the 12/9/2021 Board Meeting. **Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** **Corey Childs, Ira Richards, Justin Mackay-Smith, and Kitty Hockman-Nicholas 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

- Nick has a participant interested in the MPPP - Mobilization Pilot Project Program.

Motion: To approve contract 13-22-0025 to participate in the MPPP program as requested by Nick Livesay at the 12/9/2021 Board Meeting. **Motion made by Mary Gessner, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** **Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Dam Safety Committee:

- Remote monitoring equipment is on order by the State - looking to install in Spring
- Met Charles Wilson/DCR, Dana Gochenour & Madison Coffey on 12/8/2021 to inspect the District's Dams
 - All looked well, some small critter activity and small shrub/tree removal
- Update to Emergency Action Plan is needed - last updated in 2017
 - Dana is Going to assist
 - Tabletop Exercise needed to be scheduled - Charles Wilson to facilitate
 - REVIEW DAM CONTRACT -Spoke with Ryan Locher, GM of Bryce Resort
 - Look into contract cost as all items have increased since last updated



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Education and Information Committee:

- National Association of Conservation Districts has an Insurance Program (worth looking into)
- State Association Awards
 - Mary Gessner 15 years
 - Allison Sloop 5 years
- State Association not attending Legislative Day
 - Forward Agenda to Local Delegates

Finance Committee:

- A Finance meeting will be held after the February Board meeting
- Review of the Purchasing Policy & Desktop Procedures are needed
- Dana Gochenour requested edits to be made to the Finance Meeting Minutes presented

Motion: To approve the Finance Meeting minutes with edits as requested by Dana Gochenour at the 12/9/2021 Board Meeting. **Motion made by Wayne Webb, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith were absent from the Board Meeting at time of vote.

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Richard Hoover	X			Kermit Gaither	X		
Joan Comanor	X			*Kitty Hockman-Nicholas			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Legislative Committee: Paul Burkholder

- Mr. Burkholder has spoken with Jill Vogel and Bill Wiley on District items. Mr. Wiley was responsive and interested but was unaware of what we do or who we were prior to their conversation.
- Discussion of sending an educational letter to the Lieutenant Governor about the District was made.

Northern Shenandoah Valley Regional Committee: Wayne Webb

- Mr. Webb had nothing to report at this time.

Operations Committee: Justin MacKay-Smith

- Mr. Mackay-Smith was not present at this time.



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Personnel Committee: HB Simpson

- Personnel Reviews will take place on January 6th and 18th, 2022.
- There will be a Personnel Committee Meeting on January 25, 2022

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- Mrs. Comanor had nothing to report.

Shenandoah Pure Water Forum: Dick Hoover

- Mr. Hoover had nothing to report.

Urban BMP Committee: Kermit Gaither

- Mr. Gaither was not present.

Natural Resources Conservation Service: Brent Barriteau

- Mr. Barriteau gave a review of the NRCS Summary Report.

Virginia Department of Conservation & Recreation: Debbie Cross

Debbie reviewed her written report.

- Att E will be due January 18, 2022

Virginia Cooperative Extension: Corey Childs:

- Mr. Childs was not present.

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.



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Other Items:

12:00 noon - Mr. Hoover announced he would be calling a closed session. Staff and other guests were asked to leave the room. Joan Comanor took over Secretary duties at this time.

Motion: for the Lord Fairfax Soil and Water Conservation District Board of Directors in attendance, and Board Treasurer Bernard Nagelvoort go into a Closed Meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to discuss a bonus and salary increase. **Motion made by Richard Hoover, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

- **12:55pm return to open Session**

Motion: to approve a bonus and salary increase as discussed during closed session. **Motion made by Richard Hoover, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

- **12:55pm Motion to enter a 2nd Closed Session**

Motion: for the Lord Fairfax Soil and Water Conservation District Board of Directors in attendance, and Board Treasurer Bernard Nagelvoort go into Closed Meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to discuss staff bonuses. **Motion made by Richard Hoover, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		



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1:15 re-entered open session

Motion: to reconvene in open session **Motion made by Richard Hoover, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Motion: to certify that 1.) Only topics that are exempt under one or more of the closed meeting purposes were discussed. 2.) Only matters identified in the original closed meeting motions were discussed. **Motion made by Richard Hoover, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		

Motion: to approve staff bonuses as discussed in closed session effective January 2022. **Motion made by James Fagan, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows.** *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards				HB Simpson	X		
*Corey Childs				Paul Burkholder	X		
Mary Gessner	X			*Justin MacKay-Smith			
James Fagan	X			Wayne Webb	X		



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Motion: to ratify discussion made from both closed sessions and decisions made as a result of the closed sessions.

Motion made by Kermit Gaither, seconded by Paul Burkholder. *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

Motion to adjourn the December 9, 2021 Board of Director's Meeting. Motion Made by: Kermit Gaither, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. *Corey Childs, Ira Richards, Kitty Hockman-Nicholas, and Justin Mackay-Smith 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			
*Ira Richards					HB Simpson	X		
*Corey Childs					Paul Burkholder	X		
Mary Gessner	X				*Justin MacKay-Smith			
James Fagan	X				Wayne Webb	X		

The meeting adjourned at approximately 1:25pm.

Respectfully submitted,

Sarah R. Fleming