



We work with the people who work the land.

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

MINUTES

The February 10, 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 and Associate Directors

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

LFSWCD Staff Members

Dana Gochenour
Nick Livesay
Sarah Fleming
Madison Coffey
Allyson Ponn

Absent Directors or Staff:

Sheryl Ferguson
Mary Gessner

Cooperating Agency Representatives in Attendance:

Brent Barriteau, NRCS
Debbie Dross, CDC/DCR

Due to a motor vehicle accident and roadways being blocked Corey Childs, Kitty Hockman Nicholas and Ira Richards were late to the meeting.

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

- Approval of January 2022 Minutes

Motion: Board approval of the January 2022 minutes (with minor corrections as requested by Wayne Webb). Motion made by HB Simpson, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.



We work with the people who work the land.

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

* Mary Gessner, Corey Childs, Kitty Hockman-Nicholas and Ira Richards 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				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		

Chairman’s Report: Richard Hoover

- Chairman Hoover reviewed his written report.
 - There was discussion on climate control between the Directors and Staff. Mr. Nagelvoort requested a committee be created to represent Climate Control. After further discussion Chairman Hoover suggested to have Climate Control items to be addressed by the CTC Committee as needed.

Motion: In lieu of creating a new committee any Climate Control items will be addressed by the current CTC Committee. Motion made by HB Simpson, seconded by Joan Comanor Motion Passed. Voting Ballot is as follows. * Mary Gessner, Corey Childs, Kitty Hockman-Nicholas, and Ira Richards 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				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb		X	

- Chairman Hoover notified attendees that there would be a closed session called prior to the end of the meeting to discuss staff salaries and payroll items. Chairman Hoover thanked Dana Gochenour & Allyson Ponn for their presentation to the Warren County Board of Supervisors Outside Agency Budget Request Hearing.

At approximately 10:15am Corey Childs, Kitty Hockman-Nicholas and Ira Richards arrived to the meeting.



We work with the people who work the land.

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

Treasurer’s Report: Bernard Nagelvoort

- Mr. Nagelvoort reviewed his written report.
- Financial Reports were provided in the board meeting packet for review to accept and file for audit.

Motion: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). **Motion made by Wayne Webb, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows.** *Mary Gessner was 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	X		
Ira Richards	X				HB Simpson	X		
Corey Childs	X				Paul Burkholder	X		
*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:

- Dana reviewed a written letter as presented in the Board Packet on Contract 13-19-0014 and requested a motion be made to cancel the aforementioned contract.

Motion: to cancel Contract#: 13-19-0014 as requested by Ms. Sue Zirkle and proposed by Dana Gochenour. **Motion made by HB Simpson, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows.** *Mary Gessner was 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	X		
Ira Richards	X				HB Simpson	X		
Corey Childs	X				Paul Burkholder	X		
*Mary Gessner					Justin MacKay-Smith	X		
James Fagan	X				Wayne Webb	X		

- Dana went on to share that there is much field work being done by our Conservation Specialists and invited any Board Member who may be interested to participate.



We work with the people who work the land.

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

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

Conservation Specialist, Nick Livesay: Nick was conducting a field visit at this time of the meeting.

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

Education and Program Support Specialist, Allyson Ponn:

- Alison gave an update on some of the items she has been working
 - There were 4 interviews held with students through the Smithsonian Practicum Project wishing to intern with our Community Garden project.
 - She continues to work on her Seed Library in conjunction with the Town of Strasburg as well as run the local Farmer's Market.
- Allyson gave kudos to Nick on his presentation to students at Shenandoah University.
- Discussion was made on the upcoming Envirothon activities.
- The Newsletter will be coming soon.

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

Alliance for the Shenandoah Valley: Joan Comanor

- Joan reviewed her written report. She will be sharing an email containing a flyer on upcoming workshop events.

Conservation Easements Committee: Ira Richards

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

Conservation Technical Committee: Corey Childs

- Corey reviewed the CTC written report.
- We are currently at 80%+ on allocating funds.

Kermit Gaither had to step outside briefly.

Motion: Board Approval of SL-8B & SL-8H contracts:13-20-0060, 13-22-0066 and 13-22-0063 and SL-11 contract: 13-22-0062, as outlined in the CTC meeting minutes from 2/3/2022. **Motion made by Wayne Webb, seconded by Kitty Hockman-Nicholas. Motion Passed. Voting Ballot is as follows****Mary Gessner and Kermit Gaither were absent from the Board Meeting at time of vote.*

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Richard Hoover	X			*Kermit Gaither			
Joan Comanor	X			Kitty Hockman-Nicholas	X		
Ira Richards	X			HB Simpson	X		
Corey Childs	X			Paul Burkholder	X		
*Mary Gessner				Justin MacKay-Smith	X		
James Fagan	X			Wayne Webb	X		



We work with the people who work the land.

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

Legislative Committee: Paul Burkholder

- Distributed handouts with Contact information for current representatives.

10:50am; Paul had to leave the meeting after he gave his report.

Dam Safety Committee: James Fagan

- Will be attending a meeting on February 17.

Education and Information Committee: Joan Comanor

- Requested area Directors to please get with Allyson Ponn to schedule times to present Awards and Recognitions to Participants within their Counties/City.
- Joan Comanor & Mary Gessner have presented 3 awards to Shenandoah County Participants at the recent Woodstock Town Council Meeting.

Finance Committee: Wayne Webb

- Mr Webb presented the following motion.

Motion: to accept the minutes of the 1/13/2022 Finance Committee meeting. Motion made by Wayne Webb, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows*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	X		
James Fagan	X			Wayne Webb	X		

Northern Shenandoah Valley Regional Committee: Wayne Webb

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



We work with the people who work the land.

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

Operations Committee: Justin MacKay-Smith

Motion: to approve the first review of the Annual Plan of Work (APW). **Motion made by Kermit Gaither, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows**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	X		
James Fagan	X				Wayne Webb	X		

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- meeting held February 9, 2022. Speakers were Tyler Hinkle County Planner for Shenandoah County and Melissa Teeter with “Wetlands Watch”
- \$40 million in funding will be available for Community Flood Preparation Plans, deadline of 4/8/2022

Shenandoah Pure Water Forum: Dick Hoover

- Mr. Hoover had nothing to report at time of meeting.

Urban BMP Committee: Kermit Gaither

- Mr. Gaither had nothing to report at the time of meeting.

Natural Resources Conservation Service: Brent Barriteau

- Mr. Barriteau notified that office staffing was at 25%.
- NO outside visitors.
- Masks must be worn regardless of vaccination status while inside the office

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report.
- Discussed MOU email regarding Tillage Survey
 - Happens every 5 years
 - Spring Participation

11:29am; Nick Livesay - Conservation Specialist arrived to the meeting.



We work with the people who work the land.

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

Virginia Cooperative Extension: Corey Childs

- Upcoming Solar Presentations
- Ed Jones is retiring – the search for his replacement is on
- The Northern District has gotten too big, the Extension Agency is looking to split into 2 Districts: a North West District (containing Corey’s area of the Valley) and a North East District – Timeline between June 15th and July 1st

Conservation Specialist Nick Livesay

- Nick requested a motion to be made for an approval of a MPPP (Mobilization Pilot Program Project)

Motion: to approve project contract#: 13-21-0072 for the Mobilization Pilot Project Program, if applicable.
Motion made by Kitty Hockman-Nicholas, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows* 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	X		
James Fagan	X				Wayne Webb	X		

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.

Personnel Committee: HB Simpson

Motion: to accept the Personnel Committee Meeting minutes from the January 6th, 18th and 25th, 2022, meetings. **Motion made by Joan Comanor, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows* 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	X		
James Fagan	X				Wayne Webb	X		



We work with the people who work the land.

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

Motion: to approve/accept edit to the Personnel Policy as presented by the Personnel Committee. **Motion made by Joan Comanor, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows****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	X		
James Fagan	X			Wayne Webb	X		

Motion: to approve/accept Pay Band Document “Lord Fairfax Soil and Water Conservation District Staff Positions Core Qualifications and Pay Bands” as presented by the Personnel Committee. **Motion made by Joan Comanor, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows****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	X		
James Fagan	X			Wayne Webb	X		

Other Items:

- Bernard Nagelvoort, Board Treasurer requested to be able to consult with an accountant pertaining to QuickBooks reports and account questions. He was hopeful that the assistance would be free of charge. Discussion was had and decided to delegate authority to Chairman Hoover to approve compensation if needed.

Motion: to delegate authority to Chairman Hoover to approve compensation, if necessary, to an Accountant at the request of Mr. Nagelvoort, board Treasurer. **Motion made by Richard Hoover, seconded by Joan Comanor. Motion Passed. Voting Ballot is as follows****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	X		
James Fagan	X			Wayne Webb	X		



We work with the people who work the land.

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

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

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

- **Return to open Session**

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



We work with the people who work the land.

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

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.

**Mary Gessner & 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	X		
James Fagan	X			Wayne Webb	X		

Motion: Board approval of a 5% Annual Salary increase to all current staff effective February 1, 2022. Motion made by Kitty Hockman-Nicholas, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows.

**Mary Gessner & 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	X		
James Fagan	X			Wayne Webb		X	

Motion to adjourn the February 10, 2022, Board of Director's Meeting. Motion Made by Wayne Webb, seconded by HB Simpson. Motion Passed. Voting Ballot is as follows. **Mary Gessner & 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	X		
James Fagan	X			Wayne Webb	X		

The meeting adjourned at approximately 12:30pm.

Respectfully submitted,

Sarah R. Fleming