



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

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

January 14, 2021

MINUTES

The January 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
Corey Childs
Jim Fagan
Kermit Gaither
HB Simpson

LFSWCD Staff Members

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

Directors Absent:

Wayne Webb, Director, Clarke Co.
Ira Richards

Cooperating Agency Representatives:

Debbie Cross, Virginia Department of Conservation & Recreation
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 Mary Gesner – and seconded by Kitty Nicholas Hockman Motion passed.

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



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Motion made to approve the December minutes – Mary Gessner made an amendment to the Minutes as presented, to clarify that there was Board motion and approval the Tax Credits and Cost-Share in the CTC report. **Motion made by Joan Comanor – and seconded by HB Simpson. Motion passed.**

Chairman's Report:

Chairman Dick Hoover commented on Amanda Campbell's upcoming retirement, mentioning this is her last Board meeting. He thanked her for her 35 years of service to the District.

Chairman Hoover called for an Emergency Board Meeting on Friday, January 29th at 10am.

He congratulated the Winchester City Directors for establishing contact and a relationship with city officials.

The personnel committee advertised the Administrative Assistant position and received 12 applications. From there, the committee chose 4 to interview. They selected Sarah Fleming, who accepted the offer.

Paul Burkholder is now the chairman of the legislative committee, replacing Jim Fagan. Mary Gessner is replacing Joan Comanor. Thank you to Jim and Joan for their years of commitment.

The CTC made a presentation on the DCR 2-Year Mobilization Payment Pilot Project. Co-Chairman Corey Childs spoke of the program, mentioning the staff recommends participating in the program. The CTC is recommending to the Board that we participate in the program.

Motion made to participate in pilot program: Motion made by Corey Childs – seconded by Mary Gessner. Motion passed.

The DCR Conservation Planner final certification webinar has been scheduled, which Conservation Specialists Ali Sloop and Nick Livesay will attend. After this webinar, a final field review will be conducted. Then they will be certified. They believe it will be completed by Spring 2021.

Treasurer's Report:

November bank and credit cards statements were received and reviewed. No issues noted. December bank and credit cards statements have not been received yet.

As of December 31, half way through the program year, District expenditures were at 49%, so the budget is on target.



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Jim Martin presented the issue of adding an individual to the signature card to cover the transition period between Amanda's retirement and the start of the new staff member. He does not see a need, as both himself and the Chairman on available to sign.

He presented the idea of having a staff member learn to close projects and write checks to be issued. Sheryl Ferguson and Dana Gochenour have scheduled a training session with Amanda to learn more about Quickbooks in order to be able to issue checks.

Jim Martin also presented the idea to look into a doorbell for the office since the doors are locked. The District decided to look into a low cost, battery operated doorbell.

Technical Reports:

Senior Conservation Specialist, Dana Gochenour: Nothing to add to written report.

Conservation Specialist, Sam Truban: Nothing to add to written report. Chairman Hoover asked about the 2020 verifications that were completed with Nick Livesay. All were completed by the end of the year.

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. She gave an update on Envirothon going virtual and how she is working with the Area and State to finalize details.

Contractor for Conservation Services, Sheryl Ferguson: Nothing to add to written report.

Alliance for the Shenandoah Valley:

Nothing to add to written report.

Conservation Easements Committee:

N/A

Conservation Technical Committee:

The CTC did not meet in January. Mary Gessner presented a tax credit increase and a cost-share increase to the Board. Motion to approve the two increases: **Motion made by Mary Gessner – seconded by Corey Childs. Motion passed.**



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Dam Safety Committee:

Nothing to add to written report.

Education and Information Committee:

Nothing to add to written report.

Finance Committee:

N/A

Legislative Committee:

The Legislative Committee met in January. They are putting together a survey for the Board to share anyone contact you have with politicians in the state of Virginia to maintain and build contact.

The Board discussed our presence in newspapers.

Operations Committee:

The Operations Committee is preparing a survey for committee chairs to internally review the Strategic Plan. Allyson Ponn has been collecting information, and will send out a Doodle Poll to meet in the coming weeks.

Personnel Committee:

Personnel mid-year reviews will be scheduled in the upcoming weeks. They will be held virtually.

Shenandoah County Water Resources Advisory Committee:

Nothing to add to written report.

Shenandoah Pure Water Forum:

Nothing to add to written report.

Urban BMP Committee:

N/A



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Natural Resources Conservation Service, Brent Barriteau:

Brent spoke to keeping the office clean and tidy.

He spoke to having our new administrative assistant responsibility being to greet visitors as they come into the door, whenever the office does open again. This would show more professionalism at the office, and keep visitors from wandering.

Brent sent a reminder email to all staff in the office regarding updated face covering requirements.

Brent also sent an email to all staff regarding security. The office doors need to be locked at all times.

NRCS did received 32 applications for financial assistance, with all four counties represented (Shenandoah, Frederick, Clarke and Warren). He mentioned the application cover most of the programs they offer, including high tunnels, wildlife habitat, grazing land, stream exclusion, confined feed and manure management.

Virginia Department of Conservation & Recreation, Debbie Cross:

Debbie took time to thank Amanda for her years of work with the District.

Quarterly reports are due by Friday.

IRS mileage rate changed to \$0.56 per mile.

Corey Childs is scheduled to take his Oath of Office to remain the VCE member of the Board.

Debbie spoke to the Governor presenting his State of the Commonwealth Address. As for DCR programs, within his biennial budget released in December, would include 35 million dollars for the cost-share program, which is consistent with previous years. He also included 4.55 million of general funds for technical assistance funds. The Governor included \$500,000 for VCAP.

DCR reminded staff to take the Security Awareness training, due by January 29th.

Amanda is working to get out 1099 tax credit forms are completed and sent out by the end of February.

The Technical Advisory Board (TAC) has finished their session, and will be advancing items to the state board.

Virtual trainings continue, and Debbie mentioned the upcoming DEQ loan webinar.



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She mentioned the Chesapeake Bay Voluntary BMP survey. She called on District staff to help local landowners and producers fill out the survey. Corey Childs spoke to how the survey is being distributed.

Virginia Cooperative Extension, Corey Childs:

The Pesticide trainings and certification is now provided online. There is also upcoming information on commercial application.

Virginia Department of Forestry:

N/A

Chesapeake Bay Foundation:

N/A

Department of Environmental Quality:

N/A

Motion to Adjourn: Motion made by HB Simpson – seconded by Mary Gessner. Motion passed.

Respectfully submitted,

Allyson G. Ponn