



We work with the people who work the land.

722-B East Queen Street
Strasburg, VA 22657
Telephone: (540) 465-2424, Ext. 5
Website: <http://lfsxcd.org>

Meeting held virtually via WebEx Conference Service

August 13, 2020

A recording of the meeting is available at: www.lfsxcd.org

MINUTES

August 13 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.

Mr. Hoover called the meeting to order at 10:00 am. Those attending via the WebEx meeting platform were:

LFSWCD Directors and Associate Directors

Richard Hoover, Director-Chairman
Joan Comanor, Director – V. Chair
Jim Martin, Assoc. Director – Treasurer
Justin Mackay-Smith, Director
Mary Gessner, Director
HB Simpson, Director
Kermit Gaither, Director
Paul Burkholder, Director
Ira Richards, Director
Corey Childs, Extension, Director
Jim Fagan, Director
Bud Nagelvoort – Associate Director
Marietta Walls – Associate Director

LFSWCD Staff Members

Amanda Campbell, Administrative Assistant
Dana Gochenour, Sr. Conservation Specialist
Sam Truban, Conservation Specialist
Nick Livesay, Conservation Specialist
Alison Sloop, Conservation Specialist
Alllyson Ponn, Education & Program Specialist

Absent director, Kitty Hockman Nicholas

Cooperating Agency Representatives

Debbie Cross, Virginia Department of Conservation & Recreation
Sheryl Ferguson, Contractor

Chairman's Report:

Motions (roll call vote taken by the Board Secretary)

Lord Fairfax Soil & Water Conservation District programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation.
An equal/affirmative action employer.

1. The Lord Fairfax Soil and Water Conservation District Board of Directors certifies that the nature of the state of emergency caused by the COVID-19 pandemic, as declared by the Governor of Virginia, makes it impracticable or unsafe for the Board to assemble in a single physical location, and further that the purpose of the meeting, including all agenda items as reflected in the meeting's prepared agenda, is to transact or discuss business that is statutorily required or that it necessary to continue operations of the Board and the discharge of the Board's lawful purposes, duties, and responsibilities. Motion made by Joan Comanor, seconded by Paul Burkholder. – 10 yes (roll call vote taken)
Kermit Gaither joined the meeting at this time.
2. The Board approved the minutes of the, on March 12, 2020 meeting, which was held in person.. Motion made by Joan Comanor, seconded by Mary Gessner. Wayne Webb voted nay. – 11 yes(roll call vote taken). Kermit Gaither joined the meeting late.
3. The Board endorses the decisions and actions by the Chairman taken in exigent circumstances under the powers delegated to him by the Board (See Tab G of the Standard Operating Procedures), as listed in the "Minutes of Chair Actions Taken in Exigent Circumstances, April 14-August 13, 2020". Motion made by Joan Comanor, seconded by Mary Gessner. Wayne Webb voted nay. – 11 yes. (roll call vote taken)
4. The Board affirms that the Chairman will continue to take exigent circumstance action as needed, that we will likely meet by this same method in September and beyond for the next few months. Wayne Webb made the motion, Joan Comanor seconded. – 11 yes. (roll call vote taken).

Tab G of the Standard Operating Procedures is attached to the " Minutes as listed in the Minutes of Chair Actions Taken in Exigent Circumstances, April 14-August 13, 2020".

DELEGATION OF POWERS

Section 10.1-533 of the Virginia Code provides that: "The district directors may delegate to their chairman or to one or more directors, agents or employees such powers and duties as they may deem proper." Pursuant to that provision, the Board hereby delegates to its chairman all the powers of the district, subject to the following restrictions:

1. *The chairman may exercise this delegation only in exigent circumstances, after conferring in person or electronically with as many directors as practicable.*
2. *The chairman shall report every exercise of this authority as soon as practicable to all members of the board.*
3. *After the chairman acts under this delegation the chairman must provide in the next chairman's report to the board a written recital of the exigent circumstances.*
4. *This policy pertains only to delegations of the board's authority in exigent circumstances. It does not affect other specific delegations made by board resolution at regular or special meetings, whether to the*

chairman or others. Such delegations may or may not be conditioned or circumscribed as the board deems appropriate under the circumstances.

Treasurer's Reports

Jim Martin, reviewed the Treasurer's reports for April, May and June of 2020. He reviewed the District audit was included in the Board packet. District policy is that requests for reimbursement should be made no later than quarterly. The report noted six instances where this policy was not followed. District Directors and staff are reminded that the Fiscal Year ends June 30 and reimbursement request must be made within the quarter, but ideally each month.

Technician and Committee Chair reports

Cooperating Agency Reports Reviewed

Debbie Cross, DCR, reviewed her written report that was included in the packet. She also reviewed with the board both FY 20 Annual Assessment: (Cost Share and Technical Assistance, and Administration and Operations.

FOIA Training for Elected Directors: Each elected district director is required to complete the FOIA training for Locally Elected Officials. An online training is provided by the Virginia Freedom of Information Advisory Council and requires an individual email address. Training must be completed by December 31, 2020 for all sitting elected directors or within two months of assuming office and every other year thereafter. The clerk of each governing body (Clerk of the county Board of Supervisors or City Council) shall maintain records indicating the names of the elected official and the dates on which each completed the training. It is recommended that all appointed directors and associate directors take the training as well. Online FOIA Training link: <http://foiacouncil.dls.virginia.gov/officertraining/>(the website is still being glitchy but Debbie will be checking back to see when it is ready to be used. Print the completion certificate and provide a copy to the clerk of your local board of supervisors or city council and the SWCD office.

Respectfully submitted,

Approved on:

Amanda g. Campbell

Lord Fairfax Soil & Water Conservation District programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation.
An equal/affirmative action employer.