

**DIRECTORS:**

Adam Wilson, Chairman  
Zac Ketron, Vice-Chairman  
Gary Breeding, Treasurer  
Scott Jessee  
Mike Altizer

**ASSOCIATE DIRECTORS:**

Linda Hubbard  
Bill Worrell  
Kelly Gilmer



Clinch Valley Soil and Water  
Conservation District

140 Highland Drive, Suite 4 Lebanon,  
VA 24266

Phone: (276) 415-3526

[www.cvsxcd.org](http://www.cvsxcd.org)

**We work with the people who work the land.**

**Clinch Valley Soil and Water Conservation District  
Board Meeting Minutes  
December 11th, 2018; USDA Service Center**

**BOARD MEMBERS**

Adam Wilson, Chair  
Zac Ketron, Vice Chair  
Gary Breeding, Treasurer (Not Present)  
Mike Altizer, Director  
Scott Jessee, Director  
Bill Worrell, Associate Director  
Kelly Gilmer, Associate Director  
Linda Hubbard, Associate Director (Not Present)

**STAFF**

Andrew Gilmer, District Manager  
Brandon Blevins, Conservation Specialist  
Siobhan Nishida, Education Specialist

**AGENCY PERSONNEL PRESENT**

Wess Stanley, NRCS  
Dr. Angela Ball, DCR

**ATTENDANCE FROM THE PUBLIC**

Jason Bush

**CALL MEETING TO ORDER:** Adam Wilson called the December 11<sup>th</sup>, 2018 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm.

**ADDITIONS TO THE AGENDA:**

**Attendance of Directors and Associate Directors to Board Meetings:** Directors are required to attend 75% of the board meetings and Associate Directors are encouraged to do the same.

**APPROVAL OF OCTOBER 16, 2018 BOARD MEETING MINUTES:** The *October 16, 2018 Board Meeting Minutes* were presented for review and approval. A motion was made by Mike Altizer to approve *October 16, 2018 Board Meeting Minutes*. The motion was properly seconded by Zac Ketron and the motion carried.

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**REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS:** *The Treasurer's Report as of September 30th 2018 and the Treasurer's Report as of October 31st, 2018* were presented to the board for review. A motion was made by Zac Ketron to receive and file the *Treasurer's Report as of September 30th, 2018 and the Treasurer's Report as of October 31st, 2018*. The motion was properly seconded by Mike Altizer and the motion carried.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**Set Date, Time and Location for CY 2019 Board Meeting**

A motion was made by Zac Ketron to continue the board meetings on the second Tuesday of each month at 12:30 PM located at the UDSA Service Center. The motion was properly seconded by Scott Jessee and the motion carried.

**VA Tax Credit Approval**

**\*\*Adam Wilson and Scott Jessee left the room due to conflict of interest \*\*** Brandon Blevins presented the board with the following producers that requested Tax Credits: Daniel Kennedy (NRCS EQIP) 7433A7160EN, Leonard Companies (PY 2018 VACS) 25-18-0020, Denny Jessee (PY 2018 VACS) 25-18-0002, and Arlis Burke (PY 2018 VACS NRCS) 25-18-0007. A motion was made by Mike Altizer to approve the tax credits for the proposed projects. The motion was properly seconded by Zac Ketron and the motion carried. **\*\*Adam Wilson and Scott Jessee return\*\***

**Authorize Staff for Handling Late Tax Credits**

Brandon Blevins shared with the board that sometime tax credit requests may come in after this board meeting but before the cutoff date of December 31st and staff can be given authorization to process the tax credits and report to the board of such requests in the January meeting. A motion was made by Scott Jessee to approve the authorization of the staff handling late tax credits. The motion was properly seconded by Zac Ketron and the motion carried.

**Virginia Retirement Decision**

Andrew Gilmer presented the board with information provided by Sarah Adams about additional fees that will be associated with the VRS program. Discussion and the board advised Andrew to proceed with the payments to VRS and find out what the rates will be for the additional benefits for the following year.

**Review Annual Plan of Work**

The board reviewed the Annual Plan of Work via an email sent to directors and associate directors with board meeting packet and have no questions at this time.



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**Employee Bonus**

\*\*Andrew Gilmer, Brandon Blevins, and Siobhan Nishida left the room. \*\* The board discussed an employee performance bonus. A motion was made by Mike Altizer to approve a \$250.00 pretax performance bonus for each staff member. The motion was properly seconded by Zac Ketron and the motion carried.

**REPORTS FROM COOPERATING AGENCIES:**

**Conservation District Coordinator, Dr. Angela Ball:**

Angie reviewed the November 2018 CDC Report and December 2018 CDC with the Board. See attachment A.

**NRCs District Conservationist, Wess Stanley:**

Wess informed the board of NRCS's progress of EQUIP 12 approved projects. The next ranking will be mid-January. The new NRCS Chief is Matt Lohr from Virginia.

**CVSWCD District Manager, Andrew Gilmer:**

Officer elections will be held next month. Annual meeting will be held in Norfolk next year. Mike Altizer suggested a passenger van could be rented for SWVA. Andrew reports that Kendall Tyree named a Kentucky Colonel, due to her help with Kentucky's soil and water conservation program. She continues to help make VA a leader in conservation.

**CVSWCD Conservation Specialist, Brandon Blevins:**

Brandon reports that he attended the Soil Science and Crop Production School after attending Annual Meeting. This class required for his conservation planning certification. Gerald Justice has expressed interest in coming to the 2019 Winter Forage Conference in January and the district will pay for him out of the No -Till Drill Fund.

**CVSWCD Education Specialist, Siobhan Nishida:**

Siobhan requested a list of interest of directors in attending 2019 Winter Forage Conference in January. She states that she is working with Arabella Brown for Envirothon Team.

**Ag Extension, Scott Jessee:**

Scott reported that extension is very close to being able to purchase a harvester. Pesticide certification class is Thursday December 13 at 6 pm. Russell County has sold over 40 tractor trailer loads over the last two months which is over the state average of \$375,000.

**Extension Forestry, Bill Worrell:**

Bill read that trees need to be ordered soon for CREP projects because some species will likely sell out early.

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**DATES TO REMEMBER:**

3<sup>rd</sup> Thursday of Every Month: NRCS In-Service Dates  
Winter Forage Conference, January 15, 2018 – Wytheville, VA

**ADJOURN:**

Zac Ketron made a motion to adjourn at 2:00PM and the motion was properly seconded by Scott Jessee. The next Clinch Valley SWCD Board of Directors meeting was scheduled to take place on **January 8, 2019 at 12:30 PM** and be held at the Lebanon USDA Service Center.

  
X  
Adam Wilson  
Chairman

Prepared By:  
Siobhan Nishida  
CVSWCD Education Specialist, B.O.D. Secretary