

**DIRECTORS:**

Adam Wilson, Chairman  
Zac Ketron, Vice-Chairman  
Gary Breeding, Treasurer  
Scott Jessee, VT Coop Extension  
Jason Bush, At-Large

**ASSOCIATE DIRECTORS:**

Mike Altizer  
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  
March 12th, 2019; USDA Service Center**

**BOARD MEMBERS**

Adam Wilson, Chair  
Zac Ketron, Vice Chair  
Gary Breeding, Treasurer  
Scott Jessee, Director (not present)  
Jason Bush, Director  
Mike Altizer, Associate Director  
Bill Worrell, Associate Director (not present)  
Kelly Gilmer, Associate Director

**STAFF**

Andrew Gilmer, District Manager  
Brandon Blevins, Conservation Specialist  
Siobhan Nishida, Education Specialist (not present)

**AGENCY PERSONNEL PRESENT**

Emerson Kirby, NRCS  
Dr. Angela Ball, DCR (not present)

**ATTENDANCE FROM THE PUBLIC**

None

**CALL MEETING TO ORDER:** Adam Wilson called the March 12<sup>th</sup>, 2019 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm.

**ADDITIONS TO THE AGENDA:**

**Outstanding No-Till Drill/Equipment Balances**

Zac Ketron made a motion to prevent anyone with a balance from renting CVSWCD equipment until all outstanding balances over 30 days are paid in full. The motion was properly seconded by Jason Bush and the motion carried.

**APPROVAL OF FEBRUARY 12, 2019 BOARD MEETING MINUTES:** *The February 12, 2019 Board Meeting Minutes* were presented for review and approval. A motion was made by Zac Ketron to approve *February 12, 2019 Board Meeting Minutes*. The motion was properly seconded by Gary Breeding and the motion carried.

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**APPROVAL OF FEBRUARY 27, 2019 EXECUTIVE COMMITTEE MEETING MINUTES:** The *February 27, 2019 Executive Committee Meeting Minutes* were presented for review. There were no comments from the Committee Members. The *February 27, 2019 Executive Committee Meeting Minutes* were then **unanimously approved.**

**REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS:** Discussion. *The Treasurer's Report as of January 31, 2019* was presented to the board for review. Also, a corrected version of the *Treasurer's Report as of January 31, 2019* was presented to the board for review. A motion was made by Zac Ketron to receive and file the *Treasurer's Report as of January 31, 2018*. The motion was properly seconded by Gary Breeding and the motion carried.

**UNFINISHED BUSINESS:**

**Part Time Administrative Specialist**

Andrew stated that per the Executive Committee's recommendation, the Board should consider hiring a Part Time Administrative Specialist. A job description was presented for review, and a \$12/hr. pay rate, no more than 20 hrs/week and 7.5% for related payroll overhead expenses were discussed. A motion was brought forward by The Executive Committee to hire a Part Time Administrative Specialist. The motion was properly seconded by Zac Ketron and the motion carried.

**Full Time TMDL Conservation Technician**

Andrew stated that per the Executive Committee's recommendation, the Board should consider hiring a Full Time TMDL Conservation Technician. A job description was presented for review, and an annual salary of \$32,000 with 39% fringe was discussed. A motion was brought forward by the Executive Committee to hire a Full Time TMDL Conservation Technician. The motion was properly seconded by Zac Ketron and the motion carried.

**NEW BUSINESS:**

**Copper Creek TMDL Grant Project Cost Estimate Revision**

Brandon stated to the Board that an adjustment needed to be made to a Copper Creek TMDL Project CN# 25-19-0036, for Ms. Katheryn Campbell. An additional \$4,586 is needed to fund an electric pump and a pressure tank. A motion was made by Zac Ketron to increase the contract by this amount. The motion was seconded by Gary Breeding and the motion carried.

**Adopting a Long-Term Care Insurance Program**

Andrew informed the board that more information will be forthcoming from VRS about this program. It will be the board's decision to enroll the full-time employees into this program. The board has decided to table the decision until more information is provided.

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**Review 2019 Scholarship Applicants**

Brandon informed the board that six applications were submitted. All applications were excellent. Three were chosen and placed before the board for review. A motion was made by Zac Ketron to award Eric Dupuie as the recipient of CVSWCD's \$1,000 Scholarship. The motion was seconded by Gary Breeding and the motion carried. His application will then be forwarded on to be considered for the State Scholarship.

**Dumpster Sponsorship for Russell County Household Hazardous Waste Day**

Andrew and Brandon stated that the board supported this event in Russell County in previous years by sponsoring dumpsters to collect tires. Gary Breeding made a motion to allow the District to contribute \$1,000 for the event. The motion was seconded by Zac Ketron and the motion carried.

**Annual Free Tree Giveaway Options**

Andrew and Brandon stated that the Annual Free Tree Giveaway was not able to proceed as it had in previous years. Free trees were not able to be provided from Virginia DOF. Zac Ketron made a motion to spend up to \$750 ordering several varieties of trees. The motion was properly seconded by Jason Bush and the motion carried.

**Erosion and Sediment Control Follow-up Letter Review**

Discussion. Brandon stated to the board that he and Andrew attended the March Russell County B.O.S. meeting to inform them on their ESC Program deficiencies. Andrew and Brandon composed a letter to be sent to the B.O.S. in a follow-up email. The letter states CVSWCD will either take control of the program or completely exit. Zac Ketron made a motion to send the letter to the Office of the Attorney General for review, and pending their review send to the B.O.S. The motion was seconded by Gary Breeding and the motion carried.

**REPORTS FROM COOPERATING AGENCIES:**

**Conservation District Coordinator, Dr. Angela Ball:** Not Present. Dr. Ball's CDC report was presented for review.

**NRCS District Conservationist, Wess Stanley:** Not Present. Emerson Kirby informed the board on NRCS' ranking period. He also mentioned FSA's micro loan program on new/used equipment.

**CVSWCD District Manager, Andrew Gilmer:** Andrew informed the board on Dr. Tyree's new baby. It is likely that by the summer all of the Copper Creek TMDL funds should be obligated. Andrew also wanted the board to continue planning for a lime spreading/soil health program in Russell County. The search for a new office space continues.

**CVSWCD Conservation Specialist, Brandon Blevins:** Brandon and Siobhan were the keynote speakers and presenters at the CRVI Youth Summit in St. Paul.

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**CVSWCD Education Specialist, Siobhan Nishida:** Not Present.

**Ag Extension, Scott Jessee:** Not Present.

**Forestry Extension, Bill Worrell:** Not Present.

**DATES TO REMEMBER:**

3<sup>rd</sup> Thursday of Every Month: NRCS In-Service Dates

Burn Ban – February 15 -April 15

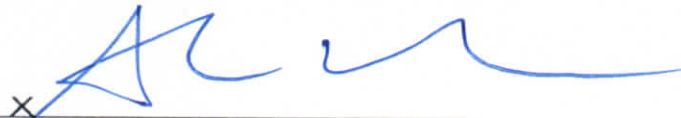
Area IV Spring Meeting- March 19<sup>th</sup>, location Holston Hills Country Club Marion, VA

Envirothon Training March 20<sup>th</sup> – Tazewell, VA

Envirothon Competition April 10, Wilderness Road State Park

**ADJOURN:**

Zac Ketron made a motion to adjourn at 2:00PM and the motion was properly seconded by Gary Breeding. The next Clinch Valley SWCD Board of Directors meeting was scheduled to take place on **April 9, 2019 at 12:30 PM** and be held at the Lebanon USDA Service Center.

  
X  
Adam Wilson  
Chairman

Prepared By:  
Brandon Blevins  
CVSWCD Conservation Specialist