

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

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We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Executive Committee Meeting Minutes
December 17th, 2019; USDA Service Center 10:00am**

BOARD MEMBERS

Adam Wilson, Chair (not present)
Gary Breeding, Director
Jason Bush, Director
Mike Altizer, Associate Director
Kelly Gilmer, Associate Director

STAFF

Brandon Blevins, Conservation Specialist
Hunter Wyatt, Conservation Specialist
Siobhan Nishida, District Manager

CALL MEETING TO ORDER: Jason Bush called the December 17th, 2019 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 10:00 am.

ADDITIONS TO THE AGENDA:

None

NEW BUSINESS:

Education Position Proposal:

The EC reviewed information shared by staff about the need for an Education Position, the pay scale that could be offered, and timing of when the position could be advertised. Responsibilities for this position were proposed to include Education Public Outreach, Administrative Assistance to both District Manager and Conservation Specialist positions and general support to the staff. The EC agreed to make a recommendation to the board for an Education Position to be advertised after the New Year in the pay scale of Grade 5 step 5 to Grade 5 Step 9.

Purchase of a New Vehicle Proposal:

The EC reviewed information shared by staff about the need for a new pickup truck, information about the current truck, budget and spec requirements for a new truck. The EC agreed to make a recommendation to the board for staff to follow up on getting bids for the purchase of a newer used ½ ton 4 door truck with heavy duty tires and tow package with < 10,000 miles and still under warranty. Budget should be around \$40,000.

Additionally, the EC asked staff to add a side by side w/ trailer in the amount of \$15,000- \$20,000 in the proposed budget. The EC asked staff to review the side by side policy that Northern Neck described by Cathy Clark at the Annual Meeting.

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Review Personnel Policy and Employee Sick Leave Adjustment:

The EC reviewed information presented by the staff regarding how the personnel policy states that district employees with VRS Hybrid Status will sick leave accruals in accordance with current VRS Hybrid Plan Rules. Staff explains that all current staff are Hybrid Employees and that the time sheets are not currently reflecting sick leave accruals properly. The EC agreed to make a recommendation to the board that accrued sick leave earned to January 15, 2020 will be noted in staff personnel folder and staff will be allowed to use it if needed or at the time of separation the district will pay up to 25% of the time earned. Time sheets starting January 16, 2020 will reflect Hybrid Employee Sick and Family Personal Leave as described in the Virginia Sickness and Disability Program following the VRS Hybrid Plan Rules.

Donation to the Upper Tennessee River Roundtable:


Siobhan informed the EC that the district had received a request for donations to help support the UTRRT. The EC agreed to make a recommendation to the board for the district to make a one-time donation in the amount of \$100.00 and review again at the end of the fiscal year.

Employee Review and Performance Bonus

Jason Bush made a motion that EC go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711.(A) (1) to discuss merit reviews, salary increases, and performance bonuses of District Personnel. The motion was properly seconded and the motion carried. Brandon Blevins Hunter Wyatt and Siobhan Nishida were requested to stay alternately. Pursuant to the Code of Virginia Section 2.2-3712.(D) Jason Bush made a motion to certify that to the best of the Executive Committee's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Executive Committee during the Closed Meeting. The motion was properly seconded and the motion carried. The EC agreed to make a recommendation to the Board that due to Hunter's 6th month probation ending and positive performance evaluation, his salary would be increased to Grade 5 Step 10 and due to Siobhan's 3 month positive performance evaluation; her salary would be increased to Grade 8 Step 7 effective January 1, 2020. All staff will be reviewed again in 6 months and all staff will receive a performance bonus of \$500.00 at this time.

ADJOURN:

Jason Bush made a motion to adjourn at 12:00PM and the motion was properly seconded by Gary Breeding and the motion carried.



Director Signature

Prepared By:
Siobhan Nishida
CVSWCD District manager