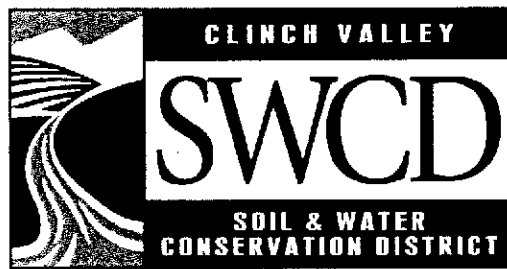


**DIRECTORS:**

ZAC KETRON, CHAIRMAN  
KELLY GILMER, VICE-CHAIRMAN  
JASON BUSH, TREASURER  
SCOTT JESSEE, VT COOP EXTENSION  
ANDY SMITH

**ASSOCIATE DIRECTORS:**

MIKE ALTIZER  
GARY BREEDING  
BILL WORRELL



**CLINCH VALLEY SOIL AND  
WATER CONSERVATION  
DISTRICT**

140 HIGHLAND DRIVE, SUITE 4  
LEBANON, VA 24266

PHONE: (276) 415-3526

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Clinch Valley Soil and Water Conservation District  
Board Meeting Minutes  
January 14th, 2020; USDA Service Center 12:30pm

**BOARD MEMBERS**

Zac Ketron, Chair  
Kelly Gilmer, Vice Chair  
Jason Bush, Treasurer  
Scott Jessee, Director  
Andy Smith, Director  
Bill Worrell, Associate Director  
Gary Breeding, Associate Director  
Mike Altizer, Director Emeritus

**STAFF**

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

**AGENCY PERSONNEL PRESENT**

Emerson Kirby, NRCS  
Dr. Angela Ball, DCR

**ATTENDANCE FROM THE PUBLIC**

Sarah Adinolfi

**CALL MEETING TO ORDER:** Zac Ketron called the January 14th, 2020 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm. Zac Ketron turned the meeting over to Mike Altizer for the purpose of electing the Office of Chair.

**ELECTION OF DISTRICT OFFICERS:**

Mike Altizer requested nominations for Office of Chair. Kelly Gilmer nominated Zac Ketron for Office of Chair. There were no further nominations, so the board elected by voice vote. Mike Altizer turned the meeting over to newly elected Chair, Zac Ketron. Zac Ketron requested nominations for Vice Chair. Jason Bush nominated Kelly Gilmer for Vice Chair. There were no further nominations, so the board elected by voice vote and Kelly Gilmer was elected Vice Chair. Zac Ketron requested nominations for Treasurer. Kelly Gilmer nominated Jason Bush for Treasurer. There were no further nominations, so the board elected by voice vote and Jason Bush was elected Treasurer. Zac Ketron requested nominations for Secretary. Kelly Gilmer nominated Siobhan Nishida for Secretary. There were no further nominations, so the board elected by voice vote and Siobhan Nishida was elected Secretary.

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**ADDITIONS TO THE AGENDA:**

None

**PUBLIC COMMENT:**

None

**APPROVAL OF December 17th, 2019 BOARD MEETING MINUTES:** The *December 17th, 2019 Board Meeting Minutes* were presented for review and approval. A motion was made by Kelly Gilmer to approve December 17th, 2019 Board Meeting Minutes as corrected. The motion was properly seconded and the motion carried.

**UNANIMOUS CONSENT OF December 17th, 2019 EXECUTIVE COMMITTEE MEETING MINUTES:** The *December 17th, 2019 Executive Committee Meeting Minutes* were presented for review and approval. Kelly Gilmer requested the date to be corrected. The Executive Committee Minutes are approved as corrected through unanimous consent.

**REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS:** *The Treasurer's Report as of November 30th, 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 November 30th, 2019*. The motion was properly seconded and the motion carried.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**Associate Directors, FOIA, and Records Management Appointments:**

Zac Ketron appointed Gary Breeding and Bill Worrell as Associate Directors. Mike Altizer agreed to continue to be Director Emeritus. Zac Ketron assigned the duties of FOIA Officer and Records Management Officer to Siobhan Nishida.

**Committee Selection:**

Zac Ketron appointed the following to the Executive Committee: Zac Ketron (Chair), Kelly Gilmer, Jason Bush, Mike Altizer, Gary Breeding, and Siobhan Nishida (Advisor). Zac Ketron appointed the following to the Annual Plan of Work Committee: Zac Ketron (Chair), Scott Jessee, Mike Altizer, Bill Worrell, Siobhan Nishida (Advisor). Zac Ketron appointed the following to the BMP Committee: Zac Ketron (Chair) Scott Jessee, Andy Smith, Hunter Wyatt, and Brandon Blevins. Zac Ketron appointed the following to the Education Committee: Bill Worrell (Chair), Andy Smith, Siobhan Nishida, and the Education Specialist Position.

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**VACS 2020 Piggyback Approval Updates:**

Hunter Wyatt described the process that the board will be working through to consider project approval with NRCS Piggyback projects. He updated the processes of breaking out the different elements and cost of the elements into a spread sheet so board members can better understand what the approved money in a cost share project is funding. Hunter clarified that buffer payments are considered a separate program from the NRCS Access Control payment and Districts can pay the total eligible amount that can be calculated for the exclusion area in a project. Brandon Blevins informs the board that a VACS contract is signed as well as an EQUIP contract and the program participants should have a clear understanding of their responsibilities as they are accepting these funds for cost share.

**VACS 2019 Project Cancellations:**

Brandon Blevins reported that per landowner request, Ridge and Valley Farms would like to cancel their SL -6 and SL - 9 conservation project. Discussion. Scott Jessee made a motion to cancel CN 25-19-0021 and CP 25-19-0010, the motion is properly seconded and the motion carried.

**VACS 2018 Piggyback Project Cost Increase:**

Brandon Blevins reported due to modifications in the NRCS Conservation Plan more fencing was required for Jarrod Hicks's project to be complete. Discussion. Kelly Gilmer made a motion to increase funding of Contract Number 25-18-0018 by \$797.98 to a total of \$2,463.98. The motion was properly seconded and the motion carried.

**VACS 2020 Verification Updates:**

Brandon Blevins reported that James Wise's project has been verified and conditions made to a satisfactory condition. Rick Barret has until the end of January 2020 to be in compliance and staff will check at that time. Author Lawson has until February 17, 2020 to be in compliance and staff will check at that time. Staff will contact landowners the week before to set up a site visit.

**Livestock in Excluded Area OAG Update:**

Brandon Blevins reported he had a phone conversation with the OAG, the new assistant to the Attorney General, Grant Kronenberg, about the 3C Livestock repeat offenders that continue to be found out of compliance of their contract by having sheep in their exclusion area. Mr. Kronenberg requested a copy of contracts, con 6 notes and payment information. Following his review of these materials he had additional questions asking if there is anything listed in the contracts about the exclusion area and keeping animals out. Brandon responded that by signing a contract a participant is agreeing to maintain the practice for which the cost share has provided payment and the practice specification includes not permitting livestock in the exclusion areas for the duration of the contract. Mr. Kronenberg concluded that he needed to do further review. Staff reported that in the two instances that they have driven by since the last board meeting, 3C Livestock Farm the gate has been shut and the livestock have been excluded.

**Education Position Proposal:**

**DIRECTORS:**

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Siobhan Nishida asked the Board to review the advertisement and job description for the Education Position including the advertised pay. The board requests that all staff be required to have a background check. Kelly Gilmer requested to have the computer programs listed more specifically in the job advertisement and to move Priority of Duties above the List of Duties in the Job Description. Scott Jessee made a motion that the district accepts job applications through February 7, 2020 at 4:30 PM. The motion was properly seconded and the motion carried.

**New Vehicle Bids:**

Brandon Blevins reviewed the vehicle bids that were returned from his request. Discussion. Zac Ketron assigns an Ad Hoc committee to make the vehicle choice decision. Gary Breeding, Kelly Gilmer, Andy Smith, and Brandon Blevins was assigned to the committee. Kelly Gilmer makes a motion to approve the purchase of a vehicle to be determined for up to \$40,000. The motion was properly seconded and the motion carried.

**Quanta Water Monitoring Equipment:**

Siobhan Nishida updated the Board on a water monitoring probe that Lonesome Pine SWCD is interested in selling, but it needs some maintenance. This probe could be a part of the DEQ water monitoring grant that the Russell County Public Library has been awarded. Kelly Gilmer makes a motion to send the equipment to be inspected to spend up to \$1,000.00 for replacement parts to make it functional. The motion was properly seconded and the motion carried.

**Continue ESC Certification:**

Brandon Blevins reported to the Board that his ESC certification will expire at the end of January. Discussion. Scott Jessee makes a motion to support Brandon in maintaining his certification as part of his job as Conservation Planner. The motion was properly seconded and the motion carried.

**Review 2020 VASWCD Directory Information:**

The Board reviewed the information that will be published in the 2020 VASWCD Directory.

**Federal Mileage Rate Adjustment:**

Siobhan Nishida reported that the federal mileage rate has been published as 57.5 cents per mile and mileage reimbursement will reflect this adjustment as of January 1, 2020.

**Select Executive Committee Date:**

It was determined that the Executive Committee will meet to review the Strategic Plan, the Education Position Applicants, and Education Job Description on February 11, 2020 at 10 AM.

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**REPORTS FROM COOPERATING AGENCIES:**

**Conservation District Coordinator, Dr. Angela Ball:** Angie reviewed the January 2020 CDC Report with the Board. See attachment A.

**NRCS District Conservationist, Emerson Kirby:**

Emerson Kirby reported to continue working with districts on the piggyback projects. NRCS is taking continuous signups in NRCS with no known ranking deadline.

**District Manager, Siobhan Nishida:**

Siobhan reviewed the January 2020 District Manager Report with the Board. See attachment B.

**Conservation Specialist, Brandon Blevins:**

Brandon reviewed his January 2020 Conservation Specialist Report with the Board. See attachment C.

**Conservation Specialist, Hunter Wyatt:**

Hunter reviewed his January 2020 Conservation Specialist Report with the Board. See attachment D.

**VA Cooperative Extension, Bill Worrell:**

Bill Worrell shared information about the Woodland Stewards extension program for landowners every Thursday in February.

**VA Cooperative Extension, Scott Jessee:**

Scott Jessee shared information about the Forage Conference meeting and upcoming cattle sale. 4H programs have been established in the schools again at least once a month. Master Gardeners will start a new class mid -February

**DATES TO REMEMBER:**

3<sup>rd</sup> Thursday of Every Month: NRCS In-Service Dates  
Winter Forage Conference January 21, 2020

**ADJOURN:**

Kelly Gilmer made a motion to adjourn at 2:30PM. The motion was properly seconded and the motion carried. The next Clinch Valley SWCD Board of Directors meeting was scheduled to take place on **February 11, 2020 at 12:30 PM** and be held at the Lebanon USDA Service Center.

  
\_\_\_\_\_  
Director