

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

www.cvsxcd.org

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Board Meeting Minutes
September 8th, 2020; Lebanon Farmers Market 12:30pm**

BOARD MEMBERS

Zac Ketron, Chair
Kelly Gilmer, Vice Chair
Jason Bush, Treasurer
Scott Jessee, VT Coop Ext (not present)
Andy Smith, Director
Bill Worrell, Associate Director
Mike Altizer, Emeritus Director
Gary Breeding (not present)

STAFF

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

AGENCY PERSONNEL PRESENT

Angela Ball, DCR
Wess Stanley, NRCS

ATTENDANCE FROM THE PUBLIC

None

CALL MEETING TO ORDER: Zac Ketron called the September 8th, 2020 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF July 14th, 2020 BOARD MEETING MINUTES: The July 14th, 2020 Board Meeting Minutes were presented for review and approval. Siobhan Nishida stated that in error two topics were omitted and will be added to the revised minutes before signature. The two topics were 1) The Average Cost List Approval and 2) Review of the Equipment Rental Program. A motion was made by Jason Bush to approve the July 14th, 2020 Board Meeting Minutes with added amendments. The motion was seconded by Kelly Gilmer and the motion carried.

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REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS: *The Treasurer's Report as of June 30th, 2020* was presented to the board for review. A motion was made by Jason Bush to receive and file the *as of June 30th, 2020 Treasurer's Report*. The motion was seconded by Kelly Gilmer and the motion carried.

Angie Ball inquired about check # 7751 written to VA Farm Bureau and all the outstanding checks RS&J Inc. Siobhan Nishida said she would look inquire about these items if they are not cleared in the next month's Treasurers Report.

The Treasurer's Report as of July 31th, 2020 was presented to the board for review. A motion was made by Jason Bush to receive and file the *as of July 31th, 2020 Treasurer's Report*. The motion was seconded by Kelly Gilmer and the motion carried.

UNFINISHED BUSINESS:

Delinquent Drill Payment from Travis Salyers Update: Siobhan Nishida informed the board that Brandon Blevins contacted the OAG for further guidance on how to pursue this matter as the certified letter notifying Mr. Salyers of his delinquent payment was returned unopened. OAG assistant requested the contract that Mr. Salyers signed, asked how much he owed, and asked if staff know the current location of Mr. Salyers.

2020 Award Nominations: The BOD considered the option of postponing awards for 2020 and recognizing recipients in 2021 or canceling 2020 awards. Discussion. Jason Bush made a motion to cancel 2020 Clean Water Farm, Farm Family, and Conservation Teacher of the Year Awards. Kelly Gilmer seconded the motion and the motion carried.

NEW BUSINESS:

Extension Agent Appointment Approval: Siobhan Nishida reviewed the Procedure for nominating Extension Agents as Directors of Soil and Water Conservation District Boards. The BOD conferred and mutually agreed on nominating Scott Jessee to continue to hold this position. Jason Bush made a motion to nominate Scott Jessee for appointment to fill a district director position for Clinch Valley SWCD. Kelly Gilmer seconded the motion and the motion carried.

Agriculture Stewardship Act Complaints: The BOD considered the current district policy on how the district would participate in any ASA Complaint investigations. The board agreed that there needs to be no change to the current policy that the board staff member Brandon Blevins is delegated to perform a joint investigation with VDACS staff for any ASA investigations.

Gift Card Policy Addition to 2020 Personnel Policy: Staff explained that a known gift card policy needs to be included in the Purchasing Policy section of the Personnel Policy. The BOD agreed that the Districts policy will be that the District will not purchase gift cards and asked staff to revise the current Personnel Policy to include this statement.

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Payroll Federal Tax Deferral: Siobhan Nishida expressed concern about the possibility of the District being responsible for tax obligations if a staff member leaves before next tax year. Staff expressed no desire to participate in the federal payroll tax deferral. Kelly Gilmer made a motion that the District not participate in the optional Payroll Federal Tax Deferral program. Jason Bush seconded the motion and the motion carried.

****Andy Smith joined the meeting at this point in time.****

Russell County Request for Erosion Sediment Control Assistance: Brandon Blevins reported that a meeting was requested by Lonzo Lester and attended by Kelly Gilmer, Zac Ketron, Siobhan Nishida, Brandon Blevins, Lonzo Lester and Lou Wallace on 8/18/20. Brandon stated that Russell County had asked for the District to propose different options and associated costs to help the county come into compliance with the Commonwealths of VA requirements surrounding Sediment Erosion Control Plan Review and Project Inspection. Brandon discussed two options based on information that he gathered while talking with other districts staff that do similar work for their counties. The BOD requested staff to ask the county for a copy of the DEQ Program Review and examples of DEQ required monthly reports. The BOD tabled this decision for further consideration.

FY2020 Contract Adjustments for Project Overages: Hunter Wyatt discussed two projects approaching completion. Due to unforeseen well drilling expense Bobby Osborne's project will be over budget by \$3,535.98. Due to unforeseen extreme fencing expense Debora Salyer's project will be over budget by \$2,500. Brandon Blevins stated that due to another project coming in under budget there are funds available in the FY2020 VACS account that could be used for these overages. Jason Bush made a motion to approve the increase of the obligation for Contract 25-20-0024 to a total of \$32,401.98. Kelly Gilmer seconded the motion and the motion carried. Jason Bush made a motion to approve the increase of the obligation for Contract 25-20-0050 to a total of \$14,140.60. Kelly Gilmer seconded the motion and the motion carried.

NRCS Conservation Plans Approval: Wess Stanley requested the BOD to approve 3 conservation plans with their associated farm bill numbers. Kelly Gilmer made a motion to approve the following conservation plans: CRP GRS, CREP 2817, and CREP 6548. Andy Smith seconded the motion and the motion carried.

Lou Wallace Request Support Convenience Station: Siobhan Nishida reviewed information provided by Lou Wallace about a proposed convenience station in Sun, VA. Siobhan explained that Ms. Wallace was hoping the board would support this project and was hoping that the District could be involved. The BOD discussion included that the District generally approves of this kind of project but asked for staff to contact Lou Wallace and request a written proposal for the needs and task list that District could help provide for this project.

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Verification Reports Complete: Brandon Blevins accompanied Angie Ball on the verifications of 5 conservation projects including the following: Robert Barrett, SL-6 - 25-15-0055, Jeff Fredin, SL-6N - 25-20-0007, Gerald Meade, SL-6 - 25-15-0003, and Brandon Gent, WP-4 - 25-12-0025. All projects listed were considered functioning and verified. Author Lawson, SL-6 - 25-11-0021 opted to cancel his contract and has paid the remaining balance of \$1765.40 rather than go through the verification visit. Angie Ball has instructed staff to deposit this funding into the VACS 2021 budget.

Decision Approved by Zac Ketron: Staff reviewed a list of decisions approved by Zac Ketron in place of calling special called board meeting. This decision included the following: 1) The two District CD's held at First Bank and Trust will roll over and will have new maturity dates of 8/14/21 for the 12 month CD and 2/14/22 for the 18 month CD. 2) Zac Ketron agreed to be identified as the Head of Organization, Kelly Gilmer was identified as the Re-delegated Head of Organization, and Siobhan Nishida was identified as Authorizing Official, Financial Official and Point of Contact in order to draw federal funds from the Department of the Interior through the ASAP.gov website. 3) Authorized staff to spend up to \$600.00 paying repairs for the Subaru Forester.

FY2021 Quarterly Funds Received FY20, FY19, & FY18 Funds Returned: Siobhan Nishida reviewed funds received from and scheduled to be sent to DCR. She reported that the checks to return money were being prepared at the accountant's office and sent by the deadline of September 10th.

****Jason Bush excused himself from the meeting due to a scheduling conflict. ****

DEQ 319 TMDL Projects Updates: Hunter Wyatt shared with the BOD that 4 Molls Creek projects were complete and 3 of them have been paid using some funds from the District Operations account. Hunter Wyatt stated that he will be requesting funds for these paid projects from DEQ in the next reporting period. He reported that there had been additional funds requested for the Copper Creek TMDL Grant projects and if the approval goes as expected the grant will have a total of \$510,413.52.

Training Requirements: Siobhan Nishida stated that there will be virtual training made available to staff and directors replacing the in person training of Graves Mountain this year. Two of the three required directors have completed the new FOIA training and Zac Ketron stated that he was aware that he is required to complete the training before 12/30/20.

REPORTS FROM COOPERATING AGENCIES:

DCR Conservation District Coordinator, Dr. Angela Ball: Angie Ball reviewed the August and September DCR- DSWC CDC report. See attachments A and B.

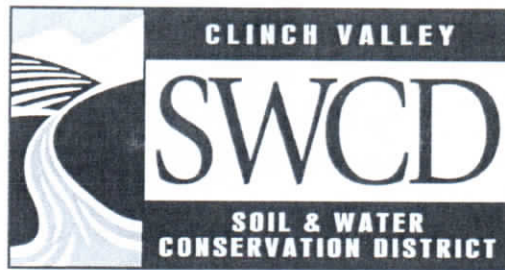
NRCS, Wess Stanley: Wess Stanley updated the BOD with the program development at NRCS with October 1 as their new FY.

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VT Ag Extension, Bill Worrell: Bill Worrell shared with the BOD virtual programming that he is leading for the fall including a forestry wildlife event and an Envirothon event.

Conservation Specialist, Brandon Blevins:

Brandon reviewed his September 2020 Conservation Specialist Report with the Board. See Staff Report.

Conservation Specialist, Hunter Wyatt:

Hunter reviewed his September 2020 Conservation Specialist Report for the Boards review. See Staff Report.

District Manager, Siobhan Nishida:

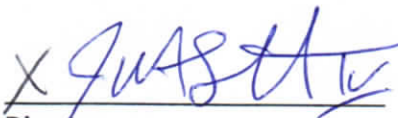
Siobhan Nishida reviewed her September 2020 Conservation Specialist Report for the Boards review. See Staff Report.

DATES TO REMEMBER:

None

ADJOURN:

Kelly Gilmer made a motion to adjourn at 2:30PM. The motion was seconded and the motion carried. The next Clinch Valley SWCD Board of Directors meeting was scheduled to take place on **October 13, 2020 at 12:30 PM** and be held at the Lebanon USDA Service Center.

X 

Director