

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

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District  
Board Meeting Minutes  
November 10th, 2020; Lebanon Recreation Center 12:30pm**

**BOARD MEMBERS**

Zac Ketron, Chair  
Kelly Gilmer, Vice Chair  
Jason Bush, Treasurer (not present)  
Scott Jessee, VT Coop Ext  
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 November 10th, 2020 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm.

**ADDITIONS TO THE AGENDA:**

**FOIA Training Complete:** Siobhan Nishida shared that all required directors had completed their FOIA training and the Russell County Clerk's Office had been notified for record.

**PUBLIC COMMENT:**

None

**APPROVAL OF OCTOBER 13th, 2020 BOARD MEETING MINUTES:** The *October 13th, 2020 Board Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve the October 13th, 2020 Board Meeting Minutes as presented. 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 September 30th, 2020* was presented to the board for review. The Board expressed some concern on the reporting period of the Profit & Loss Actual vs. Annual Budget report and requested that this portion be reviewed in December. A motion was made by Scott Jessee to receive and file the *as of September 30th, 2020 Treasurer's Report not including the submitted Budget Profit Loss report*. The motion was seconded by Kelly Gilmer and the motion carried.

**UNFINISHED BUSINESS:**

**Report on Outstanding Checks:** Siobhan Nishida requested a stop payment on both outstanding checks number 7755 from the Operation Account and check number 1393 from the WQIA account. First Bank and Trust Co waved the cancellation fee for both checks. Jay Boyd of RS&J Inc. and Dennis Griffith were reissued new checks.

**Updates E&SC Plan Review and Inspection Proposal:** Brandon Blevins emailed and hard copied the approved proposal to Lonzo Lester. Staff had not heard any reply.

**NEW BUSINESS:**

**VACS PY 2021 Conservation Plan/ Contract Approvals:** Siobhan Nishida states the DEQ 319 Grant additional funding of \$226,000 became available shortly after the last board meeting and explained that by shifting the funding sources the District would be able to fund more projects. Brandon Blevins reviewed the attached CE Factor ranking sheet. Discussion. Kelly Gilmer made a motion to shift the funding source to 100% DEQ TMDL Grant Funds for the following Contract Numbers: 25-21-0011 and 25-21-0016. Andy Smith seconded the motion and the motion carried. Kelly Gilmer made a motion to increase the funding amount to \$100,000 for Contract Number 25-21-0013. Andy Smith seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the following Conservation Plans: CP-25-21-0007, CP25-21-0010 and CP25-21-0013. Andy Smith seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the following Contract Numbers: 25-21-0005, 25-21-0017 and 25-21-0022. Andy Smith seconded the motion and the motion carried.

**Mark Simcox VACS 2020 SL-6W Project Overage:** Staff explained that a due to extreme pipe line on a very rocky pasture and additional cost for the pump the bill was over budget. Staff asked that an additional \$1,959.11 be obligated toward his project to cover these overages. Brandon Blevins stated that there is available funding in the VACS 2020 due to other completed projects coming in under budget. Scott Jessee made a motion to approve the additional funds of \$1,959.11 be obligated toward Mark Simcox's SL-6W VACS 2020 project for a new total of \$69,163.11. Kelly Gilmer seconded the motion and the motion carried.

**Hunter Wyatt Request Flexible Work Schedule:** Siobhan Nishida requested consideration for Hunter Wyatt to be able to adjust his work hours to the Flexible Work Schedule allowing him to work until 2pm, break, then complete work hours after sunset. The Board requested for Hunter to record his hours on the shared calendar for record. Kelly Gilmer made a motion for Hunter to be allowed to move to a

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Flexible Work Schedule through March 15, 2021. Scott Jessee seconded the motion and the motion carried.

**Poster Contest Judging Plan:** Siobhan Nishida shared that Zac Ketron had agreed to award Alissa Beck, Mackenzie Stevens, and Maddison Stevens as this year's winners in the local poster contest.

**Envirothon Preparation:** Siobhan thanked Bill Worrell for agreeing to be an Area Judge for Forestry and Emerson Kirby to be an Area Judge for Soils in this year's all virtual Envirothon competition. Clinch Valley Staff will be assisting in making a video that will be used for the kids to have a training day.

**Donations for Education Foundation Raffle and Sponsorship for Annual Meeting:** Siobhan Nishida shared the VASWCD request for Annual Meeting Sponsorship and Education Foundation Raffle Ticket sales. Scott Jessee made a motion to sponsor the Annual Meeting for up to \$100.00. Andy Smith seconded the motion and the motion carried.

**Annual Meeting/ Board meeting Date:** Staff requested that as many BOD members that could attend the Annual Meeting this year Virtually could now register for the Monday December 7<sup>th</sup> Employee midyear reviews were set for 12pm on December 10 and the December Board meeting location will be at the Lebanon Recreation Center.

**FOIA Training Complete:** Zac Ketron shared all required Board of Directors, Kelly Gilmer, Andy Smith, and Zac Ketron had completed the FOIA training and the County Clerk of Court had been notified.

**REPORTS FROM COOPERATING AGENCIES:**

**DCR Conservation District Coordinator, Dr. Angela Ball:** Angie Ball reviewed the November 2020 DCR-DSWC CDC report. See attachments A.

**NRCS, Wess Stanley:** Wess Stanley updated the BOD on the ongoing projects occurring with NRCS at this time.

**District Manager, Siobhan Nishida:**

Siobhan reviewed her October 2020 Conservation Specialist Report with the Board. See attachment B.

**Conservation Specialist, Brandon Blevins:**

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

**Conservation Specialist, Hunter Wyatt:**

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

**VA Extension Forestry, Bill Worrell:**

Bill Worrell gave an update on a maple syrup virtual class that he will be leading on November 21.

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**VA Extension Agriculture, Scott Jessee:**

Scott Jessee gave an update on the VQA Heifer Delivery on November 18<sup>th</sup> and the VQA Feeder Cattle Sale on December 2<sup>nd</sup>.

**DATES TO REMEMBER:**

November 25 (four hours), 26, and 27 Thanksgiving Holiday  
December 7 VASWCD Virtual Business Meeting

**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 **December 8, 2020 at 12:00 PM** and be held at the Lebanon Recreation Center.

  
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Director