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KELLY GILMER, VICE-CHAIRMAN
JASON BUSH, TREASURER
SCOTT JESSEE, VT COOP EXTENSION
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DIRECTOR EMERITUS:

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ASSOCIATE DIRECTORS:

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**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
Board Meeting Minutes**

June 9, 2022; VT Russell County Extension Office Conference Room 9:30am

BOARD MEMBERS

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

STAFF

Brandon Blevins, Conservation Specialist
Hunter Wyatt, Conservation Specialist
Hannah Rexrode, Education Specialist
Siobhan Nishida, District Manager

AGENCY PERSONNEL

Angela Ball, DCR
Wess Stanly, NRCS

ATTENDANCE FROM THE PUBLIC

None

CALL MEETING TO ORDER: Zac Ketron called the June 9, 2022 Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:35 am.

ADDITIONS TO THE AGENDA:

Envirothon Coach Appreciation: Siobhan Nishida requested approval from the BOD to gift Mr. JD Lawson, Castlewood High School's Envirothon Coach \$500 from the Education Fund as he was able to get his team to the State Competition. Andy Smith made a motion to approve a \$500 payment to JD Lawson. Jason Bush seconded the motion and the motion carried.

Approval of NRCS Conservation Plan: Wess Stanly asked for the board to approve Conservation Plan HEL 2987 for a Highly Erodible Lands Grasslands project. Scott Jessee made a motion approve Conservation Plan HEL 2987. Andy Smith seconded the motion and the motion carried.

PUBLIC COMMENT:

None

APPROVAL OF MAY 12, 2022 BOARD MEETING MINUTES and JUNE 7, 2022 EXECUTIVE COMMITTEE MINUTES: The *May 12, 2022 Board Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve the *May 12, 2022 Board Meeting Minutes*. The motion was seconded by Jason Bush and the motion carried. A motion was made by Andy Smith to approve the *June 7, 2022 Executive Committee Meeting Minutes*. The motion was seconded by Kelly Gilmer and the motion passed.

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REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS: *The Treasurer's Report as of April 2022* was presented to the board for review. A motion was made by Scott Jessee to receive and file the *as of April 2022 Treasurer's report*. The motion was seconded by Kelly Gilmer and the motion passed.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Staff Changes: Siobhan Nishida welcomed Hannah Rexrode as the new Education Specialist employee. She started on June 1, 2022. Hunter Wyatt reported that his last day will be June 30, 2022 as he had accepted the conservation planner position with Holsten River SWCD. Board and Staff expressed appreciation for Hunters dedication to conservation work in Russell County in his three years of working with Clinch Valley SWCD.

Executive Committee Report including Budget, Personnel Policy, APOW, and Employee Reviews: Kelly Gilmer reported that the Executive Committee met on June 7 and discussed the FY 23 Budget and will postpone approval until the State Budget is known. The EC reviewed the Personnel Policy and made some edits including all staff positions were deemed exempt in consideration of the Fair Labor Standards Act, a Parental Leave was added for qualifying staff, and the severe weather policy was edited due to the planned change in office location. Andy Smith made a motion to approve the FY 23 Personnel Policy as presented. Scott Jessee seconded the motion and the motion carried. The EC reviewed the FY2023 Annual Plan of Work and recommended it to be approved. Andy Smith made a motion to approve the FY2023 APOW as presented. Jason Bush seconded the motion and the motion carried. The EC conducted job reviews including FLSA questionnaire, Employee Performance Review, Job Description, and reviewed pay increases. The EC recommended Brandon Blevins' pay to be increased to Grade 8 Step 4 and Siobhan Nishida's pay to be increased to Grade 9 Step 3. Jason Bush made the motion to increase the pay as recommended by the EC effective July 1, 2022. Andy Smith seconded the motion and the motion carried.

Approval of the Premium Only Benefits Plan: Siobhan Nishida shared information about the Premium Only Benefits Plan or Cafeteria Plan that the CVSWCD has participated in the past. Andy Smith made a motion to approve of the resolutions to qualify the District to participate in the plan. Jason Bush Seconded the motion and the motion carried.

BMP Committee Report including Priority and Secondary Considerations and Average Cost List: Brandon Blevins presented information shared in the BMP Committee from June 9, 2022. The EC recommended approval of the Priority and Secondary Considerations as presented. Kelly Gilmer made a motion to approve the Priority and Secondary Considerations as presented and to give Brandon Blevins authority to make adjustments as needed from recommendations from DCR. Scott Jessee seconded the motion and the motion carried. The EC recommended approval of the PY 2023 Average Cost List as presented. Kelly Gilmer made a motion to approve the PY 2023 Average Cost List as presented. Andy Smith Seconded the motion and the motion carried.

VACS Updates PY2023: Hunter Wyatt reported that all four staff members attended the PY23 VACS Manual training on June 6, 2022. Some changes included a new variation on the stream exclusion practice, SL-6F where fencing can be built at the top of the floodplain and identification of the buffer in the floodplain would be maintained throughout the contract. Buffer acre cap was increased to 15 acres per contract. Cover crop rates and Participant cap rates were still to be determined. DCR will now pick the project to review for the Conservation Planners Job Approval Authority.

Moving Information Sign, Movers and Furniture: Siobhan Nishida reported that the office furniture had been donated to the district and the proper paperwork had been filed recording the donation. The Board directed staff to ask for assistance from the community work release program for moving furniture to the new office. The Board directed staff to request Clinch Valley Soil & Water to be the letters identifying the entrance of the building.

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Lime Program Approvals and Budget for FY23: Hunter Wyatt presented the two new applications Harry Ferguson and William Campbell. Scott Jessee made a motion that Mr. Ferguson and Mr. Campbell be approved for one third of the cost of their lime up to \$500. Kelly Gilmer seconded the motion and the motion carried. The Board discussed the amount to be budgeted for the Lime Program for FY23. Scott Jessee made a motion that it be \$10,000 for the Lime Program line item. Kelly Gilmer seconded the motion and the motion carried.

Purchase of 2 Laptop Computers: Siobhan Nishida presented information on 3 sources of comparable laptop computers. Staff discussed that the \$200 accidental damage was only an option and not a requirement bringing the total cost to the lowest presented. Also, the team at Innovative Tech Solutions was the District's tech support and has a great response time with any problems. Kelly Gilmer made a motion to approve the purchase of the computers from Innovative Technology Solutions. Andy Smith Seconded the motion and the motion carried.

Cost Share Program Carryover Reports: Hunter Wyatt presented that there was one VACS 2022 project that will need to be carried over. Discussion. Jason Bush made a motion to carry over project number 25-21-0013 for one year. Kelly Gilmer seconded the motion and the motion carried.

PY 22 Project Cost Adjustment: Hunter Wyatt described the difficult construction conditions for Ms. Sandra Jessee's project in Copper Creek. Jason Bush made a motion to increase funding by \$36,000 due to extreme conditions for project number 25-22-0026 to the total amount of \$125,163. Kelly Gilmer seconded the motion and the motion carried.

REPORTS FROM COOPERATING AGENCIES:

DCR Conservation District Coordinator, Dr. Angela Ball: Angie Ball reviewed the June 2022 DCR- DSWC CDC report. See attachment A.

NRCS District Conservationist, Wess Stanley: Wess Stanley and Emerson Kirby reviewed the June 2022 USDA Lebanon Service Center Report. See attachment B.

District Manager, Siobhan Nishida:

Siobhan reviewed her June 2022 District Manager Report with the Board. See attachment C

Conservation Specialist, Brandon Blevins:

Brandon reviewed his June 2022 Conservation Specialist Report with the Board. See attachment C.

Conservation Specialist, Hunter Wyatt:

Hunter reviewed his June 2022 Conservation Specialist Report with the Board. See attachment C.

DATES TO REMEMBER:

Next Board Meeting 07/14/2022-9 AM

ADJOURN:

Kelly Gilmer made a motion to adjourn at 11:45AM. The motion was seconded by Scott Jessee and the motion carried. Board next of Directors meeting was scheduled to take place on July 14, 2022 and be held at the VT Russell County Cooperative Extension Conference Room.



Director