

DIRECTORS:

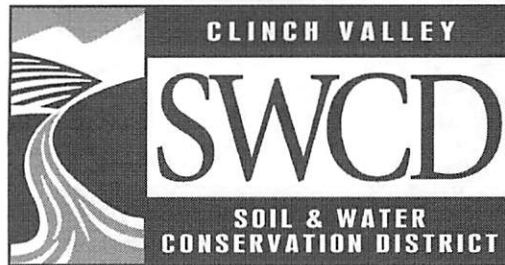
Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

DIRECTOR EMERITUS:

Mike Altizer

ASSOCIATE DIRECTORS:

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
July 14, 2022; CVSWCD Lebanon Office 9:00am**

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 -Absent
Mike Altizer, Emeritus Director -Absent

STAFF

Brandon Blevins, Conservation Specialist -Absent
Hannah Rexrode, Education Specialist-Absent
Siobhan Nishida, District Manager

AGENCY PERSONNEL

Angela Ball, DCR -Absent
Emerson Kirby, 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 9:00 am.

ADDITIONS TO THE AGENDA:

Review of Government Center Lease: The Board reviewed the lease for 131 Highland Drive Suite B. Siobhan Nishida stated that the staff would be moved in by August 1.

PUBLIC COMMENT:

None

APPROVAL OF June 9, 2022 BOARD MEETING and BMP COMMITTEE MEETING MINUTES: The *June 9, 2022 Board Meeting Minutes* were presented for review and approval. Zac Ketron asked to confirm that project number 25-22-0026 was actually in Sandra Jessee's name and Siobhan Nishida was able to confirm that was correct. A motion was made by Kelly Gilmer to approve the *June 9, 2022 Board Meeting Minutes* as presented. The motion was seconded by Jason Bush and the motion carried. The *June 9, 2022 BMP Committee Meeting Minutes* were presented for review and approval. A motion was made by Kelly Gilmer to approve the *June 9, 2022 BMP Committee Meeting Minutes* as presented. The motion was seconded by Andy Smith and the motion carried.

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

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UNFINISHED BUSINESS:

None

NEW BUSINESS:

Approve the FY 23 DCR Grant Agreements: The Board reviewed the DCR Grant Agreements for the FY 2023. Kelly Gilmer made a motion to approve of the Administration and Operation Grant Agreement. Andy Smith seconded the motion and the motion carried. Kelly Gilmer made a motion to approve of the Cost Share and Technical Assistance Grant Agreement. Andy Smith seconded the motion and the motion carried.

Review Attachment E: The Board reviewed the Attachment E for the 4th quarter and final report for FY2022.

Approval of the FY23 SWCD Budget: The Board reviewed the FY2023 Proposed Budget. Discussion included the Lime program being split to Program year 22 and Program year 23. The Office Supplies line was increased from years past due to the new office space furniture needs. Jason Bush made a motion to approve the FY2023 Budget as presented. Kelly Gilmer seconded the motion and the motion carried.

Approval of the IRS Mileage Rate: The Board reviewed the federal standard mileage rate which had been increased for the remainder of CY2022 to 62.5 cent per business mile effective July 1, 2022. Jason Bush made a motion to adopt 62.5 cent per mile effective July 1, 2022. Kelly Gilmer seconded the motion and the motion carried.

FY 2022 Cash on Hand Balance Report: The Board reviewed the EOY Cash on Hand Balance Report. Siobhan Nishida commented that a few projects had come in under budget in 2021 leaving CVSWCD with funds to return for that program year.

Review Updates for the Desktop Procedures for District Fiscal Operations: The Board reviewed the Desktop Procedures for Fiscal Operations and the document of updates effective July 1, 2022 provided by DCR.

Conservation Plan and Contract Approval Special Called Meeting Date: Siobhan Nishida asked for the Boards availability to meet on July 21, 2022 in order to give staff some additional time to rank projects. The Board agreed to meet the following week.

Review FY23 Program VACS Changes: Siobhan Nishida asked for the Board to consider the \$300,000 cap on VACS project in the FY23 program year. She explained Districts have the ability to lower the cap if the Board chooses. Additionally, she asked the Board to consider sending FY 23 funds back to previous program year's projects. Siobhan stated that Brandon Blevins will plan to attend the Special Called meeting and will be able to advise the Board on these matters further at that time.

FOIA Training Information: Siobhan Nishida shared the information that was provided by the CDC on the required FOIA training for elected and recommended FOIA training for appointed and associate directors. Each elected official is required to have FOIA training within two months of being elected and again within two years of that date.

Review Annual Plan of Work: The BOD reviewed the June and July APOW check list.

Tour New Office Space: The BOD walked through the CVSWCD new office space located 131 Highland Drive Suite B Lebanon VA 24266.

REPORTS FROM COOPERATING AGENCIES:



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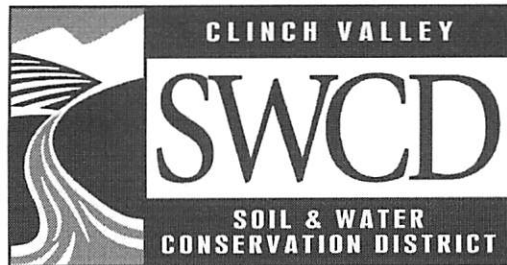
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DCR Conservation District Coordinator, Dr. Angela Ball: Siobhan Nishida reviewed the July 2022 DCR- DSWC CDC report prepared by Angie Ball. See attachment A.

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

District Manager, Siobhan Nishida:

Siobhan reviewed the July 2022 CVSWCD Staff Report with the Board. See attachment C

DATES TO REMEMBER:

Next Board Meeting 08/11/2022-9 AM

ADJOURN:

Kelly Gilmer made a motion to adjourn at 11:45AM. The motion was seconded by Jason Bush and the motion carried. Board next of Directors meeting was scheduled to take place on August 11, 2022 and be held at the CVSWCD Office.



Director