

**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**

131 Highland Drive, Suite B Lebanon, VA  
24266

Phone: (276) 883-5987

[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  
December 8, 2022; CVSWCD Lebanon Office 12:30pm**

**BOARD MEMBERS**

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

**STAFF**

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

**AGENCY PERSONNEL**

Mandy Fletcher, DCR  
Emerson Kirby, NRCS  
Adam Cumpston, VA Department of Forestry

**ATTENDANCE FROM THE PUBLIC**

**CALL MEETING TO ORDER:** Zac Ketron called the December 8, 2022, 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 SEPTEMBER 8 MEETING MINUTES**

The *November 10, 2022, Board Meeting Minutes* were presented for review and approval. A motion was made by Jason Bush to approve *November 10, 2022, Board Meeting Minutes* as presented. The motion was seconded by Kelly Gilmer and the motion carried.

**REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS:** *The Treasurer's Report as of October 31, 2022, was presented to the board for review. A motion was made by Jason Bush to receive and file the as of October 31, 2022, Treasurer's report. The motion was seconded by Kelly Gilmer and the motion passed.*

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**UNFINISHED BUSINESS:**

None

**NEW BUSINESS****NRCS Project Tax Credit**

Brandon Blevins discussed a Tax Credit application that was received on 11/29/22. This application was for an NRCS approved BMP project already under construction. Although a Conservation Plan had been approved for the BMP, it had not been approved as a VACS practice. It was determined by the Board that staff should seek the guidance of DCR, specifically Sara Bottenfield, regarding if the Tax Credit application was valid.

**Requested Verification**

Brandon Blevins discussed with the Board a phone call he had received from Joe Kendrick on 11/23/22 regarding two farms he had purchased (lease -to-own) in 2018. Those two farms are still under contract and still in the original operator's names as BMP Transfer Agreement Forms had not been completed prior to the sale. Joe stated that the pumps in both associated wells had gone down. He has asked if a Verification could be performed on both contracts to get the pumps replaced due to the BMP's "failure". It was determined by the Board that staff should reach out to DCR, specifically Blair Gordon, regarding the validity of the Verification Request.

**Approval Cover Crop Transfer of Responsibility**

Brandon Blevins discussed that with the passing of Brenda Smith, her family has chosen to step in and continue the SL-8H Cover Crop BMP CN#25-23-0019 in their name. A motion was made by Jason Bush to approve the transfer of the practice to Lee Brown. The motion was seconded by Kelly Gilmer and the motion carried.

**Lime Program Application Approval**

Brandon Blevins presented two new complete Lime Program applications that had been submitted for PY23. Jason Bush made a motion to approve both applications, for Jason Alderson and Dr. Fred Gent, for cost share on 33% of their lime cost up to \$500. Kelly Gilmer seconded the motion, and the motion carried.

NOTE: Due to a conflict of interest, Jason Bush exited meeting.

**Drill Winter Storage Compensation**

The board discussed the possibility of storing the three (3) no-till drills at Jason Bush's farm for the winter season and, for compensation, waiving the fee for Jason to use them. It was discussed to rent space to store this size farm equipment for the winter months would cost far more than Jason's no till drill rental fee. Kelly Gilmer made a motion to approve this plan for storage and the waiving of the fee of \$645.60 this year and each year moving forward if the storage space was still made available for the drills. Scott Jessee seconded the motion, and the motion carried.

NOTE: Jason Bush returned to meeting.

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**Updates from Annual Meeting**

Siobhan Nishida presented the board with updates and news from the 2022 VASWCD Annual Meeting in Roanoke, VA.

**Executive Committee Report**

**Employee Review and Performance Bonus**

Kelly Gilmer reported that all staff members participated in an informal review during the Executive Committee meeting and received satisfactory results. Job descriptions were reviewed.

**Performance Bonus**

The EC made a recommendation to the Board that all staff will be reviewed again in 6 months and all staff will receive a performance bonus of \$1000.00 post tax at the end of December. Jason Bush makes a motion to give each staff member a performance bonus equaling \$1,000.00 after taxes. Kelly Gilmer seconds the motion and the motion carried.

**Budget Review, Salary Increase, Phone Stipend, and New Hire Consideration**

Kelly Gilmer reported that the EC reviewed the annual budget, discussed a salary increase for Hannah Rexrode, the needs for an additional Conservation Planner position and a cell phone stipend for staff. The EC recommended to the Board that Hannah Rexrode should have an increase of salary from Grade 5, Step 5 to Grade 5, Step 6. Jason Bush made a motion to give Hannah Rexrode a salary increase to Grade 5 Step 6. Kelly Gilmer seconded the motion and the motion carried. The EC recommended to the Board to advertise a full time Conservation Specialist Position for calendar year 2023 consideration with the pay range between 5-8 on the CVSWCD Salary Table. Jason Bush made a motion Board to advertise a full time Conservation Specialist Position for calendar year 2023 consideration with the pay range between 5-8 on the CVSWCD Salary Table. Kelly Gilmer seconded the motion and the motion carried. The EC decided to table the staff cell phone stipend for additional discussion.

**Setting the Calendar Year 2023 Board meeting Date, Time & Location**

The board and staff discussed Board meeting times and ultimately decided to keep them on the second Thursday of each month at the District Office, and from April to October the meetings will be in the mornings. Jason Bush made a motion to approve this plan for Board meetings. Kelly Gilmer seconded the motion, and the motion carried.

**IT Security Training for Staff and COIA Training for Elected Directors**

Siobhan Nishida informed the Board that the ITG Security Training for staff had been done and the documentation sent in. No Directors needed to complete the COIA Training in 2022.

**Annual Plan of Work Mid-Year Review (I)**

Siobhan Nishida reviewed the Annual Plan of Work and informed the Board that the staff was hitting all milestones.

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**REPORTS FROM COOPERATING AGENCIES:**

**DCR Conservation District Coordinator, Mandy Fletcher**

Mandy Fletcher reviewed the November 2022 DCR- DSWC CDC report. See att. A.

**NRCS District Conservationist, Emerson Kirby**

Emerson Kirby reviewed the November 2022 USDA Lebanon Service Center Report. See att. B.

NOTE: Bill Worrell exited meeting.

**Clinch Valley Staff, Siobhan Nishida, Brandon Blevins, and Hannah Rexrode**

CVSWCD Staff reviewed the November 2022 CVSWCD Staff Report with the Board. See att. C.

**Virginia Coop Extension Service, Scott Jessee**

Scott Jessee reviewed recent events and programs that the Extension Service has been offering.

**Virginia Dept. of Forestry, Adam Cumpston**

Adam Cumpston introduced himself to the board and updated the board and staff on the restructuring at the Department of Forestry.

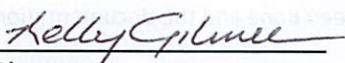
**DATES TO REMEMBER**

**Next Board Meeting January 01/13/22**

**Winter Forage Conference January 1/18/22**

**ADJOURN:**

Zac Ketron declared the meeting adjourned at 1:56 pm due to no further business. Kelly Gilmer seconded the motion. Next Board of Directors meeting was scheduled to take place on January 13, 2023 and be held at the CVSWCD Office.

  
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Director