

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

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Board Meeting Minutes
June 8, 2023; CVSWCD Lebanon Office 9:30 am**

BOARD MEMBERS

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

STAFF

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

AGENCY PERSONNEL

Emerson Kirby, NRCS
Wess Stanley, NRCS

ATTENDANCE FROM THE PUBLIC

CALL MEETING TO ORDER: Zac Ketron called the June 8, 2023, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:31 am.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF May 11th MEETING MINUTES

The *May 11, 2023, BMP Committee Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve *May 11, 2023, BMP Committee Meeting Minutes* as presented. The motion was seconded by Kelly Gilmer and the motion carried.

The *May 11, 2023, Board Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve *May 11, 2023, Board Meeting Minutes* as presented. The motion was seconded by Kelly Gilmer and the motion carried.

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The *May 11, 2023, Executive Committee Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve *May 11, 2023, Executive Committee 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 April 30, 2023, was presented to the board for review. A motion was made by Jason Bush to receive and file the as of April 30, 2023, Treasurer's Report. The motion was seconded by Andy Smith and the motion carried.*

UNFINISHED BUSINESS

None

NEW BUSINESS

Report and recommendations of approval from the Executive Committee:

Approve Personnel Policy and Annual Plan of Work for PY24 -Kelly Gilmer presented the Executive Committee's recommendation to approve the edits to the Personnel Policy and the Annual Plan of Work. Scott Jessee made a motion to approve the Executive Committee's recommendation to approve the edits to the Personnel Policy and the Annual Plan of Work as presented. Jason Bush seconded the motion, and the motion carried.

Increase the employee pay- Kelly Gilmer then presented the Executive Committee's recommendation to increase the employee pay steps. This recommendation including moving Siobhan Nishida to Grade 9, Step 6; moving Brandon Blevins to Grade 8, Step 5; moving Hannah Rexrode to Grade 5, Step 7; and moving Jeff Mutter to Grade 7, Step 4, effective July 1, 2023. Andy Smith made a motion to approve the Executive Committee's recommendation to increase the employee pay steps. Jason Bush seconded the motion, and the motion carried.

Increase the district's credit - Kelly Gilmer presented the Executive Committee's recommendation to increase the district's credit limit from \$5,000 to \$10,000. Jason Bush made a motion to approve the Executive Committee's recommendation to increase the district's credit limit from \$5,000 to \$10,000. Andy Smith seconded the motion, and the motion carried.

PY23 Project Cost Adjustment:

Brandon Blevins updated the board on Joe Kendrick's SL-8B cover crop contract# 25-23-0021. Joe was funded earlier in the program year, but we did not have enough VACS funds to fully fund his application. With the close of the VACS program year and the failure of a few cover crop participant's acres, additional VACS funds were freed for use. Mr. Kendrick's cover crop practice is the highest CEF ranking practice still eligible for funds per the Priority and Secondary considerations. Brandon proposed to the Board to approve adding the additional VACS funds to Mr. Kendrick's contract, originally at \$4,777, to a new total of \$5,580. A motion was made to approve this increase in VACS funds to Mr. Kendrick's contract 25-23-0021 by Kelly Gilmer. The motion was seconded by Jason Bush and the motion carried.

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PY22 Project Cancellation:

Brandon Blevins updated the Board on a PY22 SL-6W practice. Angela Keith's contract #25-22-0012 was originally approved on 4/14/22. There had been no progress made on the project since approval. Brandon stated he had met with Ms. Keith and one set of contractors to look at the project, but there seemed to be no interest in starting construction. Ms. Keith stated that she tried calling other contractors and family members to look at the project but made no headway on starting. The Board decided to give Ms. Keith until June 15th 2023 to buy materials or get some construction going. Brandon was tasked with sending her a letter stating the same. A motion was made by Kelly Gilmer to cancel Ms. Keith's contract # 25-22-0012 due to lack of progress, but to state in the letter that she could re-apply in later program years. Jason Bush seconded the motion and the motion carried.

BMP Transfer of Ownership Approval:

Brandon Blevins presented a BMP Transfer of Responsibility request. Mr. Perry Lester unfortunately passed away earlier in the spring. His wife, Ms. Louise Lester decided to assume the remainder of the contract #25-15-0028. Kelly Gilmer made a motion to approve the BMP Transfer of Responsibility request. Jason Bush seconded the motion, and the motion carried.

Cost-Share Program Carryover Report Approval:

A carryover report was ran by District staff, but due to the PY22 project cancellation motion above, it was tabled until next month's meeting.

Approval of Lime Program Applicant:

Siobhan Nishida presented the Jerry Fuller complete Lime Application for approval. Kelly Gilmer made the motion to approve Jerry Fuller application for a third of the cost up to \$500. Jason Bush seconded the motion and the motion carried.

Review DCR Draft Grant Agreements & Delegate Signature Authority to the Board Chair:

Siobhan Nishida presented the board with the draft DCR Administration and Operational Support Grant Agreement as well as the draft DCR Cost-Share and Technical Assistance Grant Agreement. Scott Jessee made a motion to give the board chair and board vice-chair approval to sign the documents once they were submitted in final form. Jason Bush seconded the motion, and the motion carried.

CD Renewal W Rate Adjustment Approval & Required Signatures:

Siobhan Nishida presented the board with the information about the CD renewals and the accompanying rate adjustments.

DIRECTORS:

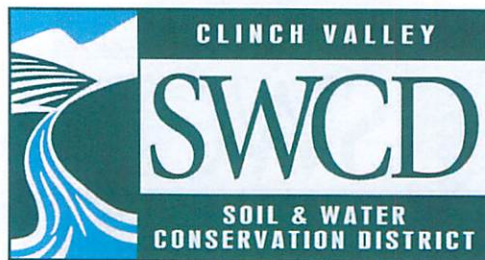
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Approval of Paying Health Insurance Bill by Automatic Draft and/or Electronic Payment:

Siobhan Nishida update the BOD on the use of electronic draft payment for the District health insurance bill. A director will still review the bill monthly with other operations costs. She discussed the option of using an automatic draft payment for district health insurance rather than the current electronic payment method. However, DCR does not recommend using automatic draft payment, so the district will continue to use the electronic payment method.

Update on Hillside Trail Project:

Jeff Mutter presented the plan for a Hillside Trail Park adjacent to the Russell Co. Government Center and updated the board and staff on its progress.

NRCS Annual Local Working Group:

Emerson Kirby and Wess Stanley from NRCS reviewed and discussed the annual Local Working Group questions with the board and staff.

REPORTS FROM COOPERATING AGENCIES:

REPORTS FROM COOPERATING AGENCIES:

Clinch Valley Staff, Siobhan Nishida, Brandon Blevins, Jeff Mutter and Hannah Rexrode

CVSWCD Staff reviewed the June 2023 CVSWCD Staff Report with the Board. See att. C.

Russell Co. Extension Office, Bill Worrell

Bill Worrell reviewed recent events and programs that the Extension Service has been offering.

DATES TO REMEMBER

Next Board Meeting July 13, 2023

ADJOURN

Zac Ketron declared the meeting adjourned at 11:40 am due to no further business. Jason Bush seconded the motion. Next Board of Directors meeting was scheduled to take place on July 13, 2023 and be held at the CVSWCD Office.



Director