

DIRECTORS:

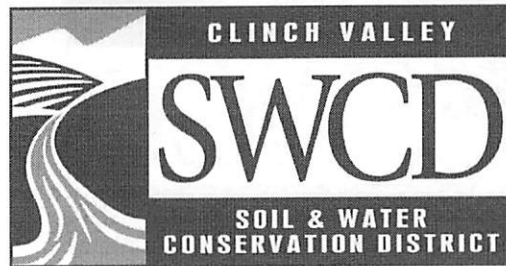
Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

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
July 13, 2023; CVSWCD Lebanon Office 9:00 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- absent
Gary Breeding, Associate Director- absent
Mike Altizer, Emeritus Director

STAFF

Brandon Blevins, Conservation Specialist
Siobhan Nishida, District Manager

AGENCY PERSONNEL

Emerson Kirby, NRCS

ATTENDANCE FROM THE PUBLIC

CALL MEETING TO ORDER: Zac Ketron called the July 13, 2023, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:02 am.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF June 8th MEETING MINUTES

The *June 8, 2023, Executive Committee Meeting Minutes* were presented for review and approval. A motion was made by Kelly Gilmer to approve *June 8, 2023, Executive Committee Meeting Minutes* as presented. The motion was seconded by Andy Smith and the motion carried.

The *June 8, 2023, Board Meeting Minutes* were presented for review and approval. A motion was made by Kelly Gilmer to approve *June 8, 2023, Board Meeting Minutes* as presented. The motion was seconded by Andy Smith and the motion carried.

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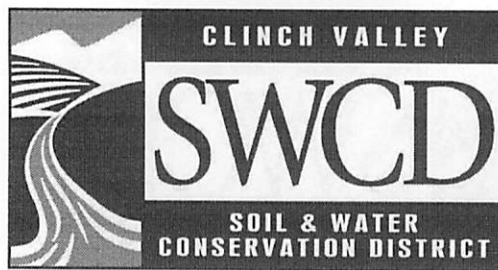
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REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS: *The Treasurer's Report as of May 31, 2023, was presented to the board for review. A motion was made by Scott Jessee to receive and file the as of May 31, 2023, Treasurer's Report. The motion was seconded by Jason Bush and the motion carried.*

UNFINISHED BUSINESS

None

NEW BUSINESS

Update on DCR FY24 Grant Agreement: Siobhan Nishida presented the updated DCR FY 24 Grant Agreement to the board and reported no changes were made since the drafts were presented last month. Zac Ketron had signed the Grants and electronic copies had been sent to Mandy Fletcher on 6/24/23.

PY 24 Conservation Plans and Contracts Approval: Brandon Blevins reviewed the PY 24 Conservation Plans and Contracts approval with the board. A motion was made by Kelly Gilmer to approve Conservation Plans CP-25-24-0002 and CP-25-24-0001. The motion was seconded by Andy Smith and the motion carried. A motion was made by Kelly Gilmer to approve contract 25-24-0002 with instance number 532406 for \$138,090, contract 25-24-0001 with instance number 531221 for \$68,087, and contract 25-24-0002 with instance number 532407 for \$1530.20. The motion was seconded by Andy Smith and the motion carried.

Contract Approval Cost Adjustment for S. Fields: Brandon Blevins presented a cost adjustment needed to the S. Fields project for one cent due to a rounding error. A motion was made by Scott Jessee to approve the cost adjustment on contract number 25-23-0023 from \$51577.67 to \$51577.66. The motion was seconded by Jason Bush, and the motion carried.

Review Attachment E: Siobhan Nishida reviewed the Attachment E documents with the Board of Directors. Attachment E was signed and electronically sent to Mandy Fletcher on 7/13/23.

Approve Attachment D: Siobhan Nishida presented the board with the Attachment D documents. A motion was made by Kelly Gilmer to approve the Attachment D documents as presented. The motion was seconded by Andy Smith, and the motion carried.

Approve FY24 SWCD Budget: Siobhan Nishida presented the board with the FY24 SWCD budget. A motion was made by Andy Smith to approve the FY24 budget as presented. The motion was seconded by Kelly Gilmer, and the motion carried.

FY23 E.O.Y. Reports Cash-on-Hand Balance Report and Carry Over Reports: Brandon Blevins reported that the tracking program was showing that the District owed \$10,067 for unobligated funds for PY 2021 due to the special condition cancelled project 25-21-0005. Staff stated they will ask for guidance on how to resolve this issue. Kelly Gilmer made a motion to give Zac Ketron authority to approve the 23 EOY Cash on Hand Balance Report if the FY21 portion needed adjustment. Scott Jessee seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the 2023 Cash on Hand Balance Report as presented. Jason Bush seconded the motion and the motion carried. BOD reviewed the PY22 and PY23 Carry Over report.

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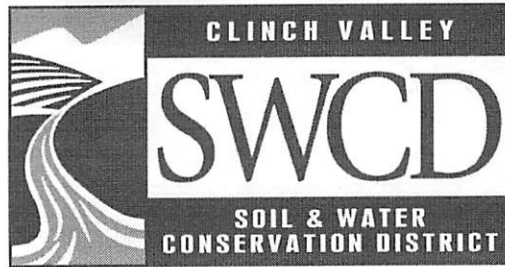
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Jason Bush made a motion to approve the PY22 and PY23 Carry Over report as presented. Scott Jessee seconded the motion and the motion carried

Review/Discuss VA Soil and Water Conservation Board Approved Changes to FY24 VACS Program: Siobhan Nishida explained that new for this program year, a director with signature authority will now be required to sign the part three of the DCR contract at completion of the project before payment to the producer can be issued.

COIA Training Information: Siobhan Nishida informed the board of upcoming/needed COIA Training Information.

Equipment Insurance Adjustments: Brandon Blevins and Siobhan Nishida discussed necessary equipment insurance adjustments with the board and staff.

Lime Program Approval PY23: The BOD reviewed the Lime Program Approval Sheet. Kelly Gilmer made a motion to approve Bruce Smith for \$269.73 and Gerald Justice for \$266.64. Jason Bush seconded the motion and the motion carried.

PY24 Lime Program Cost Share Rate and Application Adjustments: The BOD discussed options for the Lime Cost Share rate. Kelly Gilmer made a motion to increase the cost share rate to 50% of the cost of the material and delivery fee up to \$500. Jason seconded the motion and the motion carried. The BOD reviewed the proposed PY 24 Lime Application document. Scott Jessee made a motion to approve the application with the edits of new PY24 rate of up to 50% Cost Share and the additional guideline of eligibility to include that Cost share can only go towards the application of pelletized lime or agriculture lime not liquid lime products. Jason Bush seconded the motion and the motion carried.

Lime Spreader Rental Rate Approval: The BOD discussed options for the Lime Spreader Rental Rate. Jason made a motion for it to be \$60 per day. Kelly Gilmer seconded the motion and the motion carried.

Hillside Trail Design Consultation Fee: Siobhan Nishida shared with the BOD that the consultation fee from Outdoor Adventure Centers for the Hillside Trail Design was a total of \$500 and will be funded from the Local Watershed Improvement Fund. She also lets the BOD know that the Town of Lebanon was still waiting on the quote from the Lane Engineering Group to do a study on the multiple drainage problems on the Hillside Trail property.

NOTE: Scott Jessee stepped out of meeting due to phone call and a conflict of interest.

SARP Grant Final Payment funds for Jessee Project: Siobhan Nishida updated the BOD on the financials of the SARP Grant project noting that all invoices have been received and paid. There was a remaining balance of \$2464.01 at the close of the project. The engineer had suggested for any remaining funds to go toward the Jessee Farm LLC invoices that the family had been billed for gravel delivery and final grading for the approach to the bridge. The Jessees had submitted invoices for grading work completed by JM Byerly Contractors Inc. in the amount of 430.00 (unpaid) and gravel delivered from Appalachian Aggregate totaling \$2186.11 (paid). Both businesses had been the same ones used throughout this project. The Jessees' requested that any remaining funds go to Mr. Byerly first and then the balance be put towards reimbursement of the purchased

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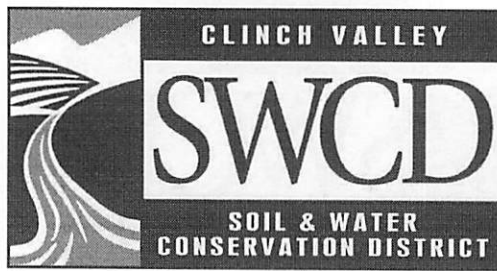
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gravel. Andy Smith made a motion to pay JM Byerly the \$450 and the remaining balance of \$2034.01 go to Jessee Farms LLC completing the SARP Grant Cost Share Funds. Jason Bush seconded the motion and the motion carried.

Contract Obligation Reminder Letter Sent: Siobhan Nishida let the Board of Directors know that there was a letter sent to a producer reminding them of their contract obligation to have the water system and fencing in working order for the remainder of their contract. This letter was sent because the producer could not be reached by phone to discuss the complaint that one water trough was not functioning. The producer eventually contacted district staff and discussed the requirements of the contract.

NOTE: Scott Jessee returned to meeting.

Review APOW June & July Check List: Staff reviewed the June and July APOW Checklist with the Board of Directors.

REPORTS FROM COOPERATING AGENCIES:

DCR, Mandy Fletcher

DCR Conservation District Coordinator Mandy Fletcher reviewed the July 2023 DCR- DSWC CDC report. See attachment A.

NRCS, Emerson Kirby

Emerson Kirby reviewed the July 2023 USDA Lebanon Service Center Report. See attachment B.

Clinch Valley Staff, Siobhan Nishida and Brandon Blevins

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

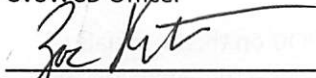
DATES TO REMEMBER

Next Board Meeting August 10, 2023

Graves Mountain Annual Training August 22-24, 2023

ADJOURN

Zac Ketron declared the meeting adjourned at 11:00 am due to no further business. Andy Smith seconded the motion. Next Board of Directors meeting was scheduled to take place on August 10, 2023 and be held at the CVSWCD Office.



Director