

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
August 10, 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- absent
Bill Worrell, Associate Director
Gary Breeding, Associate Director
Mike Altizer, Emeritus Director

STAFF

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

AGENCY PERSONNEL

Emerson Kirby, NRCS
Bill Miller, VDOF

ATTENDANCE FROM THE PUBLIC

CALL MEETING TO ORDER: Zac Ketron called the August 10, 2023, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:00 am.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF June 8th MEETING MINUTES

The *July 13, 2023, Board Meeting Minutes* were presented for review and approval. A motion was made by Kelly Gilmer to approve *July 13, 2023, Board Meeting Minutes* as presented. The motion was seconded by Andy Smith and the motion carried.

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.

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

UNFINISHED BUSINESS

FY23 E.O.Y. Reports Cash-on-Hand Balance Report Conclusion: Siobhan Nishida reported as discussed in the July BOD Meeting 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 received direction from DCR, on 7/14/23 to disregard this line in tracking as that funding was spent to pay for the portion of the project that was completed. The FY23 EOY Cash-on-Hand Balance Report was correct as presented in the July Board Meeting and no additional adjustments were needed due to this special circumstance.

COIA Training Compliance: Siobhan Nishida reported Kelly Gilmer completed his bi-annual COIA training on 7/20/23 and all Directors are currently in compliance. Ketron, and Smith were reminded to renew their training again by 12/30/23.

NEW BUSINESS

NASDA Grant Notice of Intent to Subaward: Siobhan Nishida updated the Board on the NASDA Grant and reviewed the information on how the proposed \$135,000 for the three-year grant should be split between personnel, supplies, BMP contracts, and lime program.

PY 24 Conservation Plans and Contracts Approval: Brandon Blevins reviewed the PY23 – August 2023 CEF Ranking Sheet with the BOD. Andy Smith made a motion to approve the following Conservation Plans: CP-25-24-0006 including an SL-6W, CP-25-24-0008 including an SL-6W, CP-25-24-0004 including an SL-6W, CP-25-24-0003 including an SL-6W, and CP-25-24-0007 including an SL-7. Kelly Gilmer seconded the motion, and the motion carried.

Kelly Gilmer made a motion to approve the following contracts: 25-24-0011 with instance number 4540162 for the amount of \$66,862.00; 25-24-0013 with instance number 541023 for the amount of \$119,135.00; 25-24-0005 with instance number 536646 for the amount of \$139,541.00; 25-24-0006 with instance number 538795 for the amount of \$2,520.00; 25-24-0003 with instance number 536887 for the amount of \$70,976.00; 25-24-0014 with instance number 544451 for the amount of \$2,430.00; 25-24-0008 with instance number 539108 for the amount of \$1,136.70; 25-24-0012 with instance number 540456 for the amount of \$18,072.00; and 25-24-0009 with instance number 539505 for the amount of \$1,040.00. Jason Bush seconded the motion and the motion carried.

Practice Failure with Low Producing Well: Brandon Blevins shared with the BOD the failed project of C. Salyer due to the well collapse resulting in a low production of water not adequate to support the herd. The board advised that Mr. Salyer contact Barton's about a warranty before any board action is taken.

DIRECTORS:

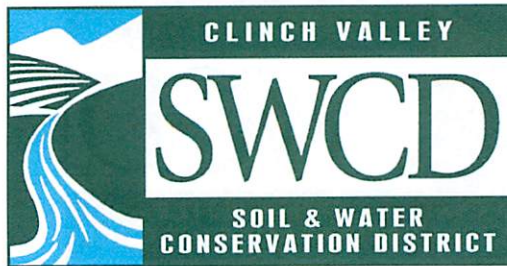
Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

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.

Lime Program Approval Complete After Deadline: Jeff Mutter presented the BOD with two Lime Program Applicants that have completed their lime spreading and turned in receipts, but it was after the agreed deadline date and asked if the Board would approve payment despite the late completion date. A motion was made by Kelly Gilmer to approve the payments for W. Monk and J. Alderson. The motion was seconded by Jason Bush, and the motion carried. A motion was also made by Kelly Gilmer to approve payment for C. Hess for \$288.58. Jason Bush seconded the motion, and the motion carried.

Dedicated Reserves: Siobhan Nishida presented the board with the Dedicated Reserves calculation spreadsheet. The FY23 EOY Operating Balance is less than the FY24 Budgeted Expenses for 12 months, so no action to dedicate reserves is needed.

VASWCD Annual Report, Letter of Thanks, & Membership Fee: Siobhan Nishida reviewed the VASWCD Annual Report, a letter of thanks for Jeff Mutter participation in Youth Conservation Camp, and the Membership fee for the Association with the BOD.

Review Desktop Procedures of Fiscal Operations: Siobhan Nishida reviews the Desktop Procedure of Fiscal Operations with the BOD.

Clean Water Farm, Family Farm, Grand Basin Award Nominee, and Conservation Teacher of the Year Award: The board and staff reviewed the potential winners of the Clean Water Farm, Family Farm, Grand Basin Award Nominee and Conservation Teacher of the Year Awards and decided on winners to be presented at the 2023 Annual Banquet. Grand Basin Award Nominee will be submitted to DCR for consideration. A motion was made by Kelly Gilmer to approve the following as the winners: Derrick Hicks for Clean Water Farm Award, J.M. Byerley for Farm Family Award, Hartsock Farm for Grand Basin Nominee, and Jayne Bowen for Conservation Teacher of the Year Award. The motion was seconded by Andy Smith, and the motion carried.

Planned events in the fall – Natural Resource Festival, RC Fair Table, Annual Banquet: SWCD staff informed the board of the 2023 fall events and the planning progress being made.

Audit Scheduled 1/10/24: Siobhan Nishida informed the board and staff that the audit is scheduled for January 10, 2024 and reviewed what that entails.

APOW August 2023: Staff reviewed the August APOW Checklist with the Board of Directors

REPORTS FROM COOPERATING AGENCIES:

DCR, Mandy Fletcher

Siobhan Nishida presented DCR Conservation District Coordinator Mandy Fletcher's August 2023 DCR-DSWC CDC report to the board and staff. See attachment A.

NRCS, Emerson Kirby

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



**Clinch Valley Soil and Water
Conservation District**

131 Highland Drive, Suite B Lebanon, VA
24266

Phone: (276) 883-5987

www.cvsxcd.org

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

We work with the people who work the land.

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

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

Virginia Dept. of Forestry: Bill Miller addressed the board and staff about upcoming and ongoing programs with the VA Dept. of Forestry

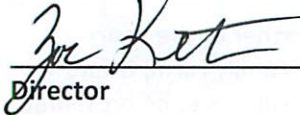
DATES TO REMEMBER

Next Board Meeting September 14, 2023

Graves Mountain Annual Training August 22-24, 2023

ADJOURN

Zac Ketron declared the meeting adjourned at 11:02 due to no further business. Jason Bush seconded the motion. Next Board of Directors meeting was scheduled to take place on September 14, 2023 and be held at the CVSWCD Office.



Director