

**DIRECTORS:**

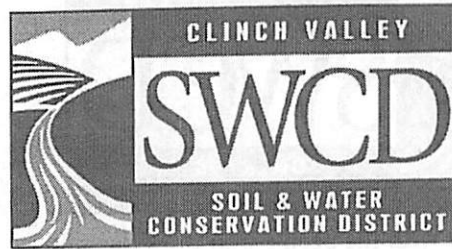
Zac Ketron, Chairman  
Kelly Gilmer, Vice-Chairman  
Jason Bush, Treasurer  
Scott Jessee, VT Coop Extension  
Andy Smith

**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  
September 14, 2023; CVSWCD Lebanon Office 9:00 am**

**BOARD MEMBERS**

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

**AGENCY PERSONNEL**

Wess Stanley, NRCS  
Angela Ball, DCR

**ATTENDANCE FROM THE PUBLIC**

None

**CALL MEETING TO ORDER:** Zac Ketron called the September 14, 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 August 10th MEETING MINUTES**

The August 10, 2023, Board Meeting Minutes were presented for review and approval. A motion was made by Jason Bush to approve August 10, 2023, Board Meeting Minutes as presented. The motion was seconded by Kelly Gilmer and the motion carried.

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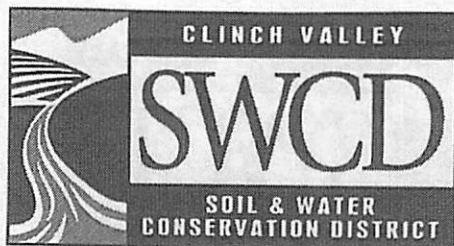
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**REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS:** *The Treasurer's Report as of July 31, 2023, was presented to the board for review. A motion was made by Jason Bush to receive and file the as of July 31, 2023, Treasurer's Report. The motion was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

**UNFINISHED BUSINESS**

**Update on C. Salyer Project:** Brandon Blevins shared with the BOD the problematic well of the of C. Salyer project has been resolved. The leak was able to be fixed by Mr. Salyer and adequate water is being provided to the herd.

**Grand Basin Nominee and Clean Water Farm Award Chairman Signature:** Siobhan Nishida requested that the Zac Ketron sign the applications for the 2023 Grand Basin nominee the Hartsock Farm and 2023 Clean Water Farm Award Derek Hicks to reflect the boards selection in the August BOD meeting. The BOD reviewed the applications and Zac Ketron signed them.

**NEW BUSINESS**

**Mandy Fletcher Farewell, Review of FY23 Admin Ops and Cost Share TA Assessment:** Angie Ball stated that she would be acting CDC for Area IV until a new hire could be placed in the position but may not be able to attend all the meetings. Angie reviewed the FY23 Admin ops and TA Assessment for the CVSWCD and Kelly Gilmer commended the hard work of the District Staff for earning fully satisfied marks in all areas of activities.

**Lime Program Approval and Allowance for Spreader to be Hauled While Loaded:** Jeff Mutter presented the BOD with a Lime Program Applicant R. Cox. A motion was made by Jason Bush to approve the lime application for R. Cox. The motion was seconded by Kelly Gilmer, and the motion carried. The BOD also discussed that it should be allowed for producers to haul the lime spreader with lime loaded, if necessary, on a case-by-case basis.

**Operation and VACS Funds to be Held in Business Money Market Advantage Accounts:** Siobhan Nishida shared with the BOD that she learned at the Graves Mountain Training that some districts hold their Operations and VACS funds in higher yielding Money Market Accounts to earn a greater percentage interest rate. The BOD discussed opening two separate Money Market Accounts to coordinate with the two separate checking accounts of the VACS BMP funds and The District Operation Funds and moving funds into the associated checking account when payments need to be made. Kelly Gilmer made a motion to establish Money Market Account x1131 for the use to hold the VACS BMP WQIA funds and Money Market Account x1149 to hold the Operations funds. Jason Bush seconded the motion and the motion carried. Kelly Gilmer made the motion to give Siobhan Nishida and Sarah Adams the ability to move funds appropriately with online banking between the Money Market accounts and their associated checking accounts with the goal of earning the most interest and cover checks written. Jason Bush seconded the motion and the motion carried.

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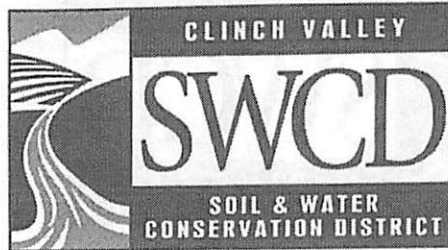
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**Farm Bureau to use Progressive as Underwriter for District Commercial Auto Policy:** Siobhan Nishida shared with the BOD that Farm Bureau was going to use Progressive Insurance as the underwriter for the District Commercial Auto Policy. The coverage was quoted as the same and would include all staff as drivers for the additional cost of \$112.52 per year. Jason Bush made a motion to approve this new Commercial Auto Policy Underwriter. Kelly Gilmer seconded the motion and the motion carried.

**VA Dept Forestry Grant for Hillside Trail Project:** Jeff Mutter shared information about a grant through the VA Dept. of Forestry that would be applicable to the Hillside Trail Project. The grant could fund invasives tree removal and native plant establishment among other goals of the project. Jeff Mutter stated that the town of Lebanon would have to submit a letter of support for the District to manage the grant for the project since it is on town property, but wanted to have Board approval prior to requesting the town for this letter of approval. Kelly Gilmer made a motion to approve the District to hold a VA Department Of Forestry Urban Forest Grant for the Town of Lebanon's Hillside Trail Project. Jason Bush seconded the motion and the motion carried.

**ASA Policy:** Siobhan Nishida reviewed the ASA Policy option for the Board to consider. Jason Bush made a motion for the policy to remain as Brandon being the primary contact and to assist VDACS with ASA complaints but additionally Jeff Mutter to be added as the secondary contact. Kelly Gilmer seconded the motion and the motion carried.

**Notice of Compliance for T. Porter Conservation Project:** Staff reviewed ongoing discussions concerning a broken water trough included in the T. Porter Conservation Project 25-18-0014. Brandon Blevins has communicated over the phone with Mr. T Porter that the trough must be functioning, and that no livestock is to be permitted in the exclusion areas for the project to be in in good standing with his contractual obligation of BMP repair and maintenance. Jason Bush made a motion for the Staff to draft a letter notifying Mr. T. Porter to have the trough functioning and no livestock to be in the exclusion within 60 days (November 20, 2023) and to send the letter by certified mail. Kelly Gilmer seconded the motion and the motion carried.

**DEQ/EPA Site Visit Report:** Staff updated the BOD on the successful event of hosting representatives from DEQ and EPA to review have some site visits of some of the TMDL BMP project in the District.

**Directors RSVP for the Annual Banquet:** Staff recorded the number of directors and family members that plan to attend the Annual Banquet Dinner.

**APOW September 2023:** Staff reviewed the September APOW Checklist with the Board of Directors.

**NRCS Conservation Plan Approval:** Wess Stanley requested that the BOD approve Conservation Plan 2304Z. This plan included a water system in the copper ridge area of Russell County. Kelly Gilmer made a motion to approve the NRCS Conservation Plan 2304Z. Jason Bush seconded the motion and the motion carried.

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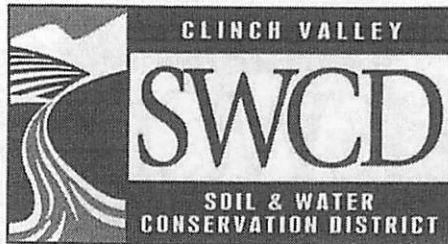
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**REPORTS FROM COOPERATING AGENCIES:**

**DCR, Angie Ball**

Angie Ball presented DCR Conservation District Coordinator Mandy Fletcher's September 2023 DCR-DSWC CDC report to the board and staff. See attachment A.

**NRCS, Wess Stanley**

Wess Stanley reviewed the August 2023 USDA Lebanon Service Center Report. See attachment B.

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

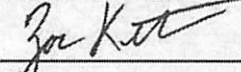
CVSWCD Staff reviewed the August 2023 CVSWCD Staff Report with the Board. See att. C.

**DATES TO REMEMBER**

Next Board Meeting October 12, 2023 5pm  
Annual Banquet October 12, 2023 6pm

**ADJOURN**

Zac Ketron declared the meeting adjourned at 11:37 due to no further business. Jason Bush seconded the motion. Next Board of Directors meeting was scheduled to take place on October 12, 2023 and be held at the CVSWCD Meeting Room.

  
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Director