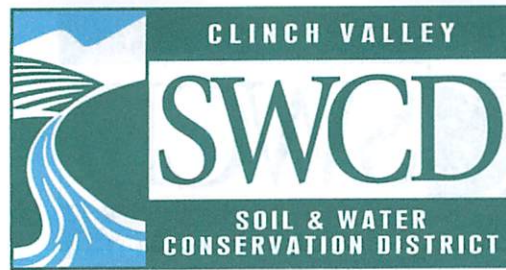


DIRECTORS:

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

ASSOCIATE DIRECTORS:

Mike Altizer
Bill Worrell
Gary Breeding



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
Executive Committee Meeting Minutes
December 14, 2023; CVSWCD Conference Room, 10:30 am**

COMMITTEE MEMBERS

Zac Ketron, Chair
Kelly Gilmer, Vice Chair
Mike Altizer, Director Emeritus
Gary Breeding, Associate Director
Jason Bush, Director
Andy Smith, Director (absent)

STAFF

Brandon Blevins, Conservation Specialist
Jeff Mutter, Conservation Specialist
Siobhan Nishida, District Manager

CALL MEETING TO ORDER: Zac Ketron called the December 14, 2023 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 10:30 am.

ADDITIONS TO THE AGENDA:

None

NEW BUSINESS:

Employee Review

Kelly Gilmer made a motion that EC go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711.(A) (1) to discuss employee reviews, salary increases and performance bonus considerations of District Personnel. The motion was seconded by Jason Bush and the motion carried. Siobhan Nishida, Brandon Blevins and Jeff Mutter were requested to stay alternately to discuss their 6 month performance review and review the printed job description. Pursuant to the Code of Virginia Section 2.2-3712.(D) Jason Bush made a motion to certify that to the best of the Executive Committee's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Executive Committee during the Closed Meeting. The motion was seconded by Kelly Gilmer and the motion carried. There was a roll call vote Jason Bush – yea, Kelly Gilmer – yea, and Zac Ketron – yea, Mike Altizer - yea, and Gary Breeding - yea and the motion carried.

Budget Review

The EC reviewed the annual budget, the bank account web site, and the options for the education program position including a summer intern, a part time position or a fulltime position. They also discussed the Money Market Building fund account and the option of moving those funds into the Operations Money Market account. They also received some information about a Sub-Surface Education Trailer.

The EC agreed to make the following recommendation to the Board: Jeff Mutter should have an increase of salary to Grade 7, Step 7, Brandon Blevins should have an increase of salary to Grade 8, Step 8, and Siobhan Nishida should have an increase of salary to Grade 9, Step 8 effective January 1, 2024.

The EC asked staff for a summary of education program/ position options for the Board to discuss further in the new year.

The EC agreed to make the recommendation to the Board that Siobhan Nishida should move funds from the money market building funds account to the Operations Money Market account after she confirms with acting CDC, Angie Ball, that those funds are not required to be in a separate account.

Performance Bonus

The EC agreed to make a recommendation to the Board that all staff receive a performance bonus of \$500.00 pre-tax at the end of December.

Auto Insurance Options

The EC requested for Siobahn Nishida to provide more information on the comparison of the Farm Bureau Insurance and the Commonwealth Plan, including how removing the auto insurance policy form Farm Bureau may affect the rates of the other policies that the district holds with them for the Board to discuss further in the new year.

ADJOURN:

Kelly Gilmer made a motion to adjourn at 11:45am and the motion was seconded by Jason Bush and the motion carried.

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Director Signature

Prepared By:
Siobhan Nishida, CVSWCD District Manager