



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 December 14, 2023; CVSWCD Lebanon Office 12:30pm

BOARD MEMBERS

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

STAFF

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

AGENCY PERSONNEL

Wess Stanley, NRCS

ATTENDANCE FROM THE PUBLIC

None

CALL MEETING TO ORDER: Zac Ketron called the December 14, 2023, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF NOVEMBER 9 MEETING MINUTES

The *November 9, 2023, Board Meeting Minutes* were presented for review and approval. A motion was made by Scott Jessee to approve *November 9, 2023, Board Meeting Minutes* as presented. The motion was seconded by Jason Bush and the motion carried.

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

UNFINISHED BUSINESS:

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

None



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NEW BUSINESS

Executive Committee Report

Kelly Gilmer gave the Executive Committee Report. Kelly Gilmer reported that the EC reviewed the FY24 Budget. The EC conducted the semi annual staff performance review and printed job descriptions and recommended to the Board that 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. Jason bush made the motion to approve the recommended salary increases. Kelly Gilmer seconded the motion and the motion carried.

The EC recommended the approval of a \$500 pretax performance bonus for each staff member at the end of December. Jason bush made the motion to approve the recommended of a pretax \$500 performance bonus for each staff member to be issued at the end of December. Kelly Gilmer seconded the motion and the motion carried.

The EC requested more information from staff about the different options of future education programming ideas for the January BOD meeting. The EC requested staff to find out more information about the state policy auto insurance coverage for the January BOD meeting. The EC requested staff to confirm that it is acceptable by DCR guidelines that a district can transfer funds from the assigned building fund money market account into the operations money market account.

Setting the Calander Year 2024 Board Meeting Date Time and Location

Jason Bush made the motion that the Clinch Valley SWCD BOD meetings continue to meet on the second Thursday of each month at the District Office, November through March being set at 12:30 pm and from April to October the meetings will be in the mornings at 9 am. Kelly Gilmer seconded the motion, and the motion carried.

Lime Program Application Approval

Jeff Mutter presented one new complete Lime Program applications submitted for PY24. Kelly Gilmer made a motion to approve the applications, for Jacob Musick, for cost share on 50% of their lime cost up to \$500. Jason Bush seconded the motion, and the motion carried.

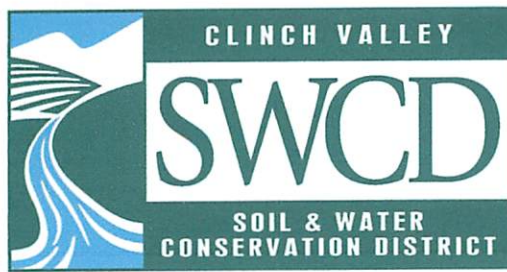
Approval of Hartsock SL-1 and SL-7 Transfer of Responsibility

Brandon Blevins discussed that with the passing of Pauling Hartsock, her family had requested to continue the Contract number: 25-24-0018 SL-1 Long Term Vegetative Cover on Cropland BMP (CP# 578241) and SL-7 Extension of Watering System (CP#578229) in Kent Hartsock's name. A motion was made by Scott Jessee to approve that the Contract number: 25-24-0018 including CP 578241 and CP 578229 to be transferred form Pauling Hartsock to Kent Hartsock. The motion was seconded by Kelly Gilmer and the motion carried.

Tax Credit Form Approval

Brandon Blevins presented the information on the needed tax credit approvals before the end of the calendar year. Kelly made the motion to approve the following producers for their associated tax credit amounts: Greg Mullins for \$738.29, Justin Salyer for \$948.97, Sykes Livestock, LLC for \$751.22, and Mike Hamm for \$1,177.13. Scott Jessee seconded the motion and the motion carried.

COIA Training for Elected Directors



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Siobhan Nishida reminded BOD that all elected directors must keep their COIA training current ideally before the start of the new year.

Tom Porter Project Compliance Update

Brandon Blevins informed the BOD that he was able to make a site visit on 12/11/23 and confirm that the water trough had water in it, pressure going to it and no livestock were present in the exclusion area.

Equipment Winter Storage

Brandon Blevins informed the BOD that he would move the Drills to the Bush Farm by the end of December and proceed to work on the replacement parts as discussed in the November meeting. The BOD requested leaving the lime spreader here for folks to rent as needed.

Updates from Annual Meeting

Siobhan Nishida presented updates and news from the 2023 VASWCD Annual Meeting in Norfolk, VA.

Annual Plan of Work Mid-Year Review

Siobhan Nishida reviewed the Annual Plan of Work and informed the Board that the staff was hitting all milestones.

REPORTS FROM COOPERATING AGENCIES:

DCR Conservation District Coordinator, Angie Ball

Siobahn Nishida reviewed the December 2023 DCR- DSWC CDC report. See att. A.

NRCS District Conservationist, Emerson Kirby

Wess Stanley reviewed the December 2023 USDA Lebanon Service Center Report. See att. B.

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

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

Virginia Coop Extension Service, Scott Jessee

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

DATES TO REMEMBER

Next Board Meeting January 01/11/24

Winter Forage Conference January 1/23/24

ADJOURN:

Zac Ketron declared the meeting adjourned at 1:56 pm due to no further business. Kelly Gilmer seconded the motion. Next Board of Directors meeting was scheduled to take place on January 11, 2024, and be held at the CVSWCD Office.



Director