

DIRECTORS:

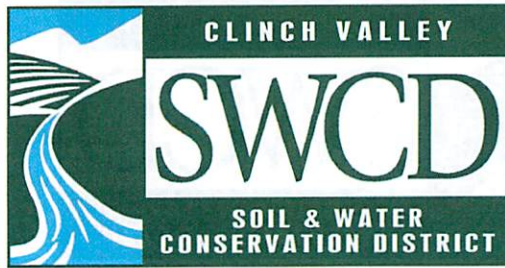
Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

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.cvswwcd.org

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maintain a direct contact with a local person for support with auto insurance. Kelly Gilmer seconded the motion and the motion carried.

FY 22 & FY 23 Audit Complete: Siobhan Nishida shares information about the audit for the two years ending on June 30, 2023, held on 1/10/24. Representatives from the company Roberson, Farmer & Cox completed the audit and conducted the exit interview within one day. Jeff Mutter and Siobhan Nishida were able to assist auditors with a variety of questions though the morning and early afternoon. In addition to district and RF&C staff the exit conference was attended via call in by Jason Bush, CVSWCD Treasurer and Angela Ball, DCR acting area CDC. Comments were very complementary and only a verbal suggestion of having disbursements filed in a three-ring binder instead of file folders for review.

Review 2Q Attachment E: BOD reviewed the 2Q attachment E.

Office Inventory Review: BOD reviewed the Office Inventory.

Check Signing Authority & Bank Signature Card Review: BOD reviewed the Bank Signature Card and Check Signing Authority list, and no changes were made.

Long-Range Plan: Siobhan Nishida reviewed the Long-Range Plan with the BOD. Discussions about the planning of the upcoming year's opportunity for adjustments in the long-range plan organized through the ad hoc committee.

FY 24 Grant Agreement Deliverable Review: Siobhan Nishida reviewed the DCR grant agreement deliverables with the BOD and recognized that the district is well within good standing with the expectations.

Education Specialist Position Duties: Brandon Blevins prepared a summary of current job responsibilities for the education specialist and reviewed it with staff prior to the board meeting. Siobhan reported that the position could not be just a summer internship and that a full or part-time position needed to be the goal. Mike Altizer requested for the summary of the desired position be presented at the next BOD meeting.

Update on Community Urban Forest Hillside Trail: Jeff Mutter reported the VDOF grant was awarded. Staff would be attending an online meeting that afternoon to understand the grant reporting requirements and expectations more fully. Staff will be coordinating with the town of Lebanon in the coming months to accomplish the goals of clearing invasives species, planting native species and planning the loop trail.

REPORTS FROM COOPERATING AGENCIES:

DCR, Angela Ball: Angela Ball reviewed the January 2024 DCR- DSWC CDC. See attachment A.

NRCS, Emerson Kirby: Emerson Kirby reviewed the January 2024 USDA Lebanon Service Center Report. See attachment B.

VDOF, Bill Miller: Bill Miller, VDOF shared information about programs available including Riparian Forest for Landowners as well as statistics on Russell County fires this past year total 21 fires, 569.8 acres burned, and 30 homes were protected.

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Virginia Coop Extension Service: Scott Jessee updated the staff and BOD on VA Coop Extension events, programs including the Russell County Cattlemen's Meeting to be held on February 29. He invited staff to set up a table to share information. Bill Worrell updated the group on upcoming educational opportunities.

Clinch Valley Staff, Siobhan Nishida, Brandon Blevins, and Jeff Mutter: The Clinch Valley SWCD staff reviewed the January 2024 CVSWCD Staff Report with the Board. See attachment C.


DATES TO REMEMBER

Next Board Meeting 12:30 Feb 8, 2024

Winter Forage Conference January 23, 2024

ADJOURN:

Zac Ketron declared the meeting adjourned at 2:30 PM due to no further business. Next Board of Directors meeting was scheduled to take place on February 8, 2024, and be held at the CVSWCD Office.



Director

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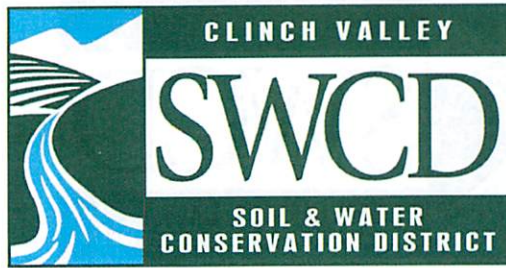
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**Clinch Valley Soil and Water Conservation District
Board Meeting Minutes
January 11, 2024; CVSWCD Lebanon Office 12:30pm**

BOARD MEMBERS

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

STAFF

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

AGENCY PERSONNEL

Angela Ball, DCR
Emerson Kirby, NRCS
Bill Miller, VDOF

ATTENDANCE FROM THE PUBLIC:

None

CALL MEETING TO ORDER

Zac Ketron called the January 11, 2024, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:30 pm. Siobhan Nishida noted all elected directors had completed their task of taking the Oath of Office and properly filed the associated paperwork.

ELECTION OF DISTRICT OFFICERS

Zac Ketron turned the meeting over to Mike Altizer to take nominations for the District Chair. Mike Altizer requested nominations for Office of Chair. Zac Ketron nominated Andy Smith for Office of Chair. Andy Smith declined the nomination. Kelly Gilmer nominated Zac Ketron for Office of Chair. There were no further nominations, so the board elected by roll call as following: Gilmer- yea, Bush- yea, Smith- yea, and Jessee- yea. Mike Altizer turned the meeting over to the Chair, Zac Ketron. Zac Ketron requested nominations for Vice Chair, Treasurer, and Secretary. Andy Smith made a nomination for Kelly Gilmer to serve as Vice Chair. There were no further nominations, so the board elected by roll call as follows: Gilmer- yea, Bush- yea, Smith- yea, and Jessee- yea. Kelly Gilmer made a nomination for Jason Bush to serve as Treasurer. There were no further nominations, so the board elected by roll call as follows: Gilmer- yea, Bush- yea, Smith- yea, and Jessee- yea. Jason Bush made a nomination for Siobhan Nishida to serve as Secretary. There were no further nominations, so the board elected by roll call as follows: Gilmer- yea, Bush- yea, Smith- yea, and Jessee- yea. Kelly Gilmer was elected Vice Chair; Jason Bush was elected Treasurer and Siobhan Nishida was elected Secretary.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

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Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

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APPROVAL OF DECEMBER 14 MEETING MINUTES

The *December 14, 2023, Board Meeting Minutes* were presented for review and approval. Jason Bush made a motion to approve *December 14, 2023, Board Meeting Minutes* as presented. Scott Jessee seconded the motion and the motion carried.

APPROVAL OF DECEMBER 14 EXECUTIVE COMMITTEE MEETING MINUTES

The *December 14, 2023, Executive Committee Meeting Minutes* were presented for review and approval. Kelly Gilmer made a motion to approve *December 14, 2023, Executive Committee Meeting Minutes* as presented. Jason Bush seconded the motion and the motion carried.

REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS

The *Treasurer's Report as of November 30, 2023*, was presented to the board for review. A motion was made by Andy Smith to receive and file the *as of November 30, 2023, Treasurer's report*. The motion was seconded by Jason Bush and the motion passed.

UNFINISHED BUSINESS

None

NEW BUSINESS

Associate Directors and FOIA & Record Retention Officer: Jason Bush made a motion for Gary Breeding and Bill Worrell to continue as Associate Directors. Andy Smith seconded the motion, and the motion carried. Mike Altizer agreed to continue as Director Emeritus. Jason Bush made a motion for Siobhan Nishida to continue as FOIA & Record Retention Officer. Andy Smith seconded the motion, and the motion carried.

Chairman Select Committees: Zac Ketron selected the committee members as follow: Executive Committee includes Zac Ketron, Kelly Gilmer, Mike Altizer, Gary Breeding, Jason Bush, Andy Smith and Sioban Nishida as an advisor. Annual Plan of Work Committee includes Zac Ketron, Scott Jessee, Mike Altizer, Bill Worrell, Siobhan Nishida as Advisor. BMP Committee will include Zac Ketron, Scott Jessee, Andy Smith, Jeff Mutter, and Brandon Blevins. The Education Committee will include Bill Worrell Andy Smith and Siobhan Nishida as advisor. Long Range Committee (ad hoc) will include Zac Ketron, Scott Jessee, Andy Smith and Jeff Mutter, Brandon Blevins, and Siobhan Nishida as advisors.

Federal Mileage Rate Adjustment Approval for CY 2024: Jason Bush made a motion to accept the federal mileage rate adjustment to be **67 cents** per mile effective 1/1/24. Kelly Gilmer seconded the motion, and the motion carried.

Auto Insurance Policy Options: Siobhan Nishida informed the BOD that she had yet to receive further instructions on how to add the district vehicle to the state website to determine the rate for insurance for each vehicle. Ron Blankenship with Farm Bureau had returned the quote requested and it was able to be lower than the previous year's rate coming in at \$2,407.04. The district will get a prorated rebate when cancelling the Progressive Insurance Policy. Jason Bush made a motion to continue to have the district vehicles insured with Farm Bureau to