

**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.

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
Board Meeting Minutes**

July 18, 2024; Jefferson Board Room, RC Govt Center, Lebanon 9:30am

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
Jeff Mutter, Conservation Specialist- absent
Siobhan Nishida, District Manager
Ali Reilly, Education Specialist

AGENCY PERSONNEL

Lorie Stevens, DCR
Bill Miller, VDOF
Rachel Parmalee, Soil Cons. Pathways Intern
Wess Stanley, NRCS

ATTENDANCE FROM THE PUBLIC:

None

CALL MEETING TO ORDER

Zac Ketron called the July 18, 2024, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:23 AM.

ADDITIONS TO THE AGENDA:

NRCS Conservation Plan Approval

PUBLIC COMMENT:

None

APPROVAL OF June 13th BOD MINUTES & June 13th EXECUTIVE COMMITTEE MINUTES

The *June 13, 2024, Board Meeting Minutes* were presented for review and approval. Kelly Gilmer made a motion to approve the *June 13, 2024, Board Meeting Minutes* as presented. Andy Smith seconded the motion and the motion carried.

The *June 13, 2024 Executive Committee Meeting Minutes* were presented for review and approval. Kelly Gilmer made a motion to approve the *June 13, 2024, Executive Committee Meeting Minutes* as presented. Andy Smith seconded the motion and the motion carried.

REVIEW, RECEIVE AND FILE THE TREASURER'S REPORTS

The *Treasurer's Report as of May 31, 2024*, was presented to the board for review. A motion was made by Jason Bush to receive and file the *as of May 31, 2024, Treasurer's report*. The motion was seconded by Andy Smith and the motion carried.

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

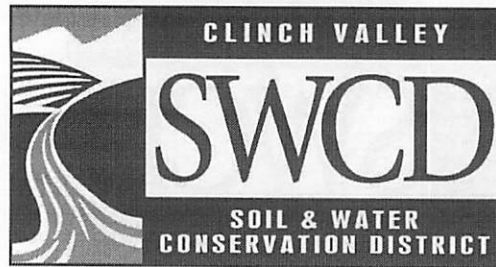
DIRECTOR EMERITUS:

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UNFINISHED BUSINESS

None

NEW BUSINESS

Approve DCR FY25 Grant Agreement: Siobhan Nishida presented the updated DCR FY25 Grant Agreement to the board. Jason Bush made a motion to approve both the *Cost-share and Technical Assistance from the Commonwealth of Virginia Agreement* and the *Administrative and Operational Support from the Commonwealth of Virginia*. Kelly Gilmer seconded the motion and the motion carried.

Approve FY25 SWCD Budget with Amendments: Siobhan Nishida presented the CVSWCD FY25 Budget to the board. Kelly Gilmer made a motion to approve the CVSWCD FY25 Budget as presented. Andy Smith seconded the motion and the motion carried.

Note: Scott Jessee excused himself due to conflict of interest.

Conservation Plan Approval: Wess Stanley presented three NRCS Conservation Plans for approval – EQIP1, EQIP2 and EQIP3. Kelly Gilmer made a motion to approve the NRCS Conservation Plans as presented. Jason Bush seconded the motion and the motion carried.

Note: Scott Jessee returned to the meeting.

Review and Approve FY2025 Annual Plan of Work: Siobhan Nishida presented the FY2025 Annual Plan of Work to the board. Andy Smith motioned to approve the FY2025 Annual Plan of Work. Kelly Gilmer seconded the motion and the motion carried.

Delegated Authority Action at end of June Carryover Projects and Report: Siobhan Nishida and Brandon Blevins reported that Jason Bush, with Delegated Authority, approved Clinch Valley's Carryover Report at the end of June 2024.

Cash on Hand Balance Sheet: Siobhan Nishida presented the *Cash on Hand Balance Sheet* to the board for review.

Dedicated Reserve FY2025: Siobhan Nishida presented the *Dedicated Reserve FY2025* to the board for review. The dedicated reserved calculation spreadsheet attached in board packets reflected that the EOY Operating balance was less than the 12 months of FY25 budgeted expenses therefore no action was needed.

District Credit Card Fraudulent Charge: Siobhan Nishida and Brandon Blevins informed the board of fraudulent activity on the District Credit Card on July 3, 2024. A new credit card was ordered, and the district's payments are being redirected, accordingly.

Review Attachment (E): Siobhan Nishida presented Attachment (E) to the board for review.

Review Changes to FY25 VACS Program (I): Siobhan Nishida reported that the staff (Siobhan Nishida, Brandon Blevins, Jeff Mutter) attended the FY2025 VACS Program (I) training on June 13, 2024.

Review Changes to Desktop Procedures for FY2025: Lorie Stevens presented and reviewed changes to Desktop Procedures for FY2025.

DIRECTORS:

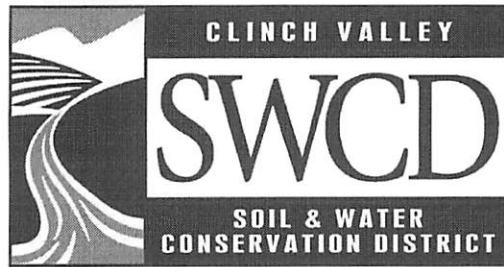
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Clarify Authority of Timesheet Approval: Jason Bush made a motion to grant Brandon Blevins authority to review and sign Siobhan Nishida's timesheets. Andy Smith seconded the motion and the motion carried.

Leak Detection Equipment Purchase: Brandon Blevins reported an interest from the public for the district to offer leak detection equipment. The board requests further research and information before the board takes action.

Review Annual Plan of Work July Checklist: Siobhan Nishida reviewed the Annual Plan of Work July Checklist with the board.

REPORTS FROM COOPERATING AGENCIES:

DCR, Lorie Stevens: Lorie Stevens reviewed the July 2024 DCR- DSWC CDC. See attachment A.

NRCS, Wess Stanley: Wess Stanley reviewed current NRCS programs with the staff and board.

Clinch Valley Staff, Siobhan Nishida, Brandon Blevins, and Ali Reilly: The Clinch Valley SWCD staff reviewed the July 2024 CVSWCD Staff Report with the Board. See attachment B.

Virginia Coop Extension Service: Scott Jessee informed the staff and board of the upcoming Tri State Beef Conference on August 1, 2024. Bill Worrell informed us that he is working on a Fall Field Tour, with more details to come soon.

VDOF, Bill Miller: Updated the board and staff on the current fire season in Virginia.

DATES TO REMEMBER

Next Board of Director Meeting 9:30 AM, August 8, 2024.

ADJOURN:

Zac Ketron declared the meeting adjourned at 11:08 AM due to no further business. Kelly Gilmer seconded the motion. The Next Board of Directors meeting was scheduled to take place on August 8, 2024, at 9:30 AM, and be held at the Jefferson Board Room at the Southwest Virginia Community College location in the Russell County Government Center.



Director