

DIRECTORS:

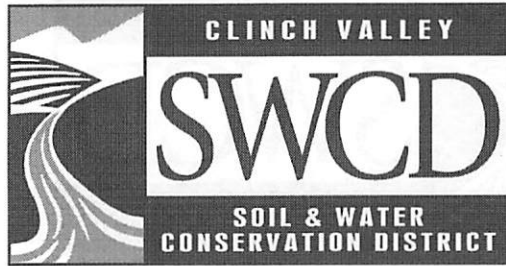
Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Andy Smith

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

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**Clinch Valley Soil and Water Conservation District
Board Meeting Minutes**

August 8, 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
Siobhan Nishida, District Manager
Ali Reilly, Education Specialist

AGENCY PERSONNEL

Lorie Stevens, DCR
Wess Stanley, NRCS
Emerson Kirby, NRCS

ATTENDANCE FROM THE PUBLIC:

None

CALL MEETING TO ORDER

Zac Ketron called the August 8, 2024, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:30 AM.

ADDITIONS TO THE AGENDA:

NRCS Conservation Contract Approvals
Camp Wood and Wildlife Check Cancellation

PUBLIC COMMENT:

None

APPROVAL OF July 18th BOD MINUTES

The *July 18, 2024, Board Meeting Minutes* were presented for review and approval. Andy Smith made a motion to approve the *July 18, 2024, Board Meeting Minutes* as presented. Kelly Gilmer seconded the motion, and the motion carried.

REVIEW, RECEIVE, AND FILE THE TREASURER'S REPORTS

The *Treasurer's Report as of June 30, 2024*, was presented to the board for review. A motion was made by Jason Bush to receive and file the *as of June 30, 2024, Treasurer's report*. The motion was seconded by Scott Jessee and the motion carried.

UNFINISHED BUSINESS

None

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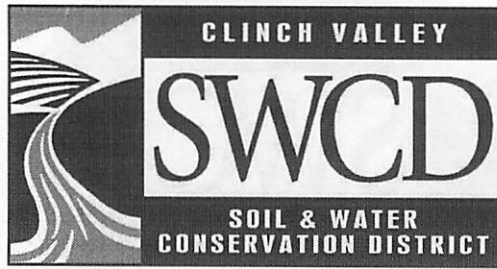
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NEW BUSINESS

NRCS Contract Approvals: Wess Stanley, NRCS, presented the following Environmental Quality Incentives Program (EQUIP) contracts: OMI, 09Q, and OLI for approval. Kelly Gilmer made a motion to accept the EQUIP Contracts OMI, 09Q, and OLI as presented. Andy Smith seconded the motion and the motion carried.

Scott Jessee and Jason Bush excused themselves due to conflict of interest.

PY 25 Conservation Plans and Contracts Approval: Brandon Blevins reviewed the PY25- August 2024 CEF Ranking Sheet with the BOD. Kelly Gilmer made a motion to approve the following conservation plans: CP-25-25-0007, CP-25-25-0001, CP-25-25-0005, CP-25-25-0003, and CP-25-25-0004. Andy Smith seconded the motion, and the motion carried.

Kelly Gilmer made a motion to approve the following contracts with instance #: contract 25-25-0015, instance #592310, in the amount of \$21,380.00; contract 25-25-0012, instance #592225, in the amount of \$68,359.40; contract 25-25-0014, instance #592224, in the amount of \$43,750.00; contract 25-25-0013, instance #592255, in the amount of \$137,170.00; contract 25-25-0010, instance #590922, in the amount of \$48,670.00; contract 25-25-0010, instance #590929, in the amount of \$6,830.00; contract 25-25-0008, instance #591171, in the amount of \$4,932.78; contract 25-25-0009, instance #590917, in the amount of \$1,675.40; contract 25-25-0008, instance #591181, in the amount of \$259.62; contract 25-25-0003, instance #590849, in the amount of \$2,960.00; contract 25-25-0001, instance #590203, in the amount of \$1,040.00; contract 25-25-0011, instance #591185, in the amount of \$416.00; contract 25-25-0002, instance #590216, in the amount of \$411.20; contract 25-25-0003, instance #590811, in the amount of \$2,700.00; contract 25-25-0004, instance #590866, in the amount of \$713.60; contract 25-25-0005, instance #590871, in the amount of 761.00; contract 25-25-0006, instance #590897, in the amount of \$2,468.00; contract 25-25-0007, instance #590914, in the amount of \$2,700.00 Andy Smith seconded the motion, and the motion carried.

Scott Jessee and Jason Bush returned.

Camp Wood and Wildlife Check Cancellation: Siobhan Nishida asked the board to approve the cancellation of Check #8178 for Camp Wood and Wildlife, written 02/15/2024, which was never cashed. Kelly Gilmer motioned to approve the cancellation of Check #8178. Andy Smith seconded the motion, and the motion carried.

Lime Program Payment Approval: Jeff Mutter presented updates on the lime program and asked for the board's approval of 4 applications: Sherman Wallace for \$500.00, David Thompson for \$500.00, Travis Nunley for \$500.00, and David Owens for \$500.00. Jason Bush made a motion to accept the four applications. Kelly Gilmer seconded the motion, and the motion carried.

Reinvesting Funds from Mature CD and Credit Card Discussion: Siobhan Nishida reported that the District's CD accounts will reach maturity at the end of August 2024. The board discussed various options for reinvestment. Jason Bush made a motion to give Siobhan Nishida the authority to reinvest the funds from the CDs in new CD accounts. Kelly Gilmer seconded the motion, and the motion carried.

Siobhan Nishida reported that the District's new credit card was issued, but due to previous challenges with the current credit card company, First Bank & Trust Co. through First Arkansas Bank & Trust, she requested the board

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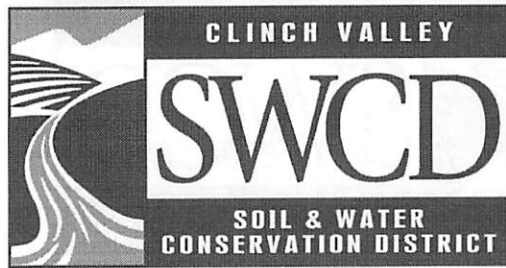
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allow the district to change credit card companies. Kelly Gilmer made a motion to give Siobhan Nishida the authority to cancel the current credit card with First Bank & Trust Co. through First Arkansas Bank & Trust and enroll in a new credit card that offered the district better service. Andy Smith seconded the motion, and the motion carried.

Adams & Co. CPA Letter of Engagement: Siobhan Nishida presented the CPA Letter of Engagement from Adams & Co. CPA to the BOD for their review and acceptance. Jason Bush made a motion to approve the Services and Fee-Structure Contract between Adams & Co CPA and Clinch Valley SWCD. Kelly Gilmer seconded the motion, and the motion carried.

Extension Agent Appointment: Siobhan Nishida presented the BOD with Scott Jessee's application for reappointment as the Ag Extension Agent Appointee. Kelly Gilmer made a motion to accept Scott Jessee as the Ag Extension Agent Appointee. Andy Smith seconded the motion, and the motion carried.

Approval of Staff to Travel to TN for SECDEA 2024 Annual Conference Nov 5-6th: Siobhan Nishida requested approval from the board for the staff to travel to Pigeon Forge, TN to attend the SECDEA 2024 Annual Conference on November 5-6, 2024. Kelly Gilmer made a motion to approve the staff to travel to the SECDEA 2024 Annual Conference. Jason Bush seconded the motion, and the motion carried.

Water Steward Master Gardeners Project: Siobhan Nishida shared that a local Master Gardener partnered with the district to plan and construct a living roof educational model that will be given to the district upon its completion. This project will be a part of his Water Steward Master Gardeners certification. Siobhan Nishida reported that a budget of \$500 will be assigned to the project from the Education budget.

Update on Porter Project-Request of Hardship: Brandon Blevins presented a status update to the board on the outstanding Porter Project.

Review Desktop Procedures of Fiscal Operations: The board reviewed the Desktop Procedures of Fiscal Operations on August 8, 2024.

Records Destruction Complete 8/8/24: Siobhan Nishida reported the completion of the records destruction on August 8, 2024.

REPORTS FROM COOPERATING AGENCIES:

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

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

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

Virginia Coop Extension Service: Scott Jessee informed the staff about upcoming programs and events.

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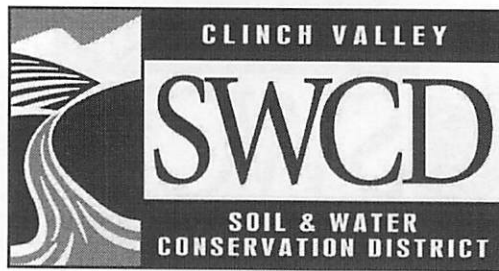
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DATES TO REMEMBER:

Graves Mountain Annual Training August 22-24, 2024.

Next Board of Director Meeting 9:30 AM, September 12, 2024.

ADJOURN:

Zac Ketron declared the meeting adjourned at 11:20 AM due to no further business. Kelly Gilmer seconded the motion. The Next Board of Directors meeting was scheduled to take place on September 12, 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