

**DIRECTORS:**

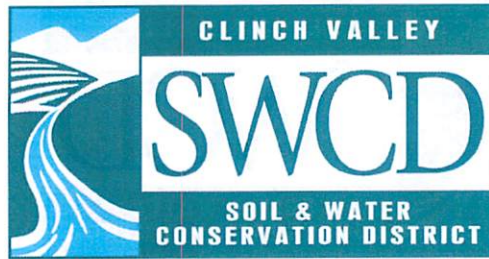
Zac Ketron, Chairman  
Kelly Gilmer, Vice-Chairman  
Jason Bush, Treasurer  
Scott Jessee, VT Coop Extension  
Andy Smith

**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.cvsxcd.org](http://www.cvsxcd.org)

**We work with the people who work the land.**

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

**December 12, 2024; Jefferson Board Room, RC Govt Center, Lebanon 12:30 PM**

**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 - 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  
Emerson Kirby, NRCS  
Bill Miller, VDOF

**ATTENDANCE FROM THE PUBLIC:**

None

**CALL MEETING TO ORDER**

Zac Ketron called the December 12, 2024, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:37 PM.

**ADDITIONS TO THE AGENDA:**

Request for a donation

**PUBLIC COMMENT:**

None

**APPROVAL OF October 10<sup>th</sup> and October 28th BOD MINUTES**

The *October 10, 2024, Board Meeting Minutes* were presented for review and approval. Jason Bush made a motion to approve the *October 10, 2024, Board Meeting Minutes* as presented. Kelly Gilmer seconded the motion, and the motion carried. The *October 28, 2024, Board Meeting Minutes* were presented for review and approval. Jason Bush made a motion to approve the *October 28, 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 September 30, 2024*, was presented to the board for review. A motion was made by Scott Jessee to receive and file the *as of September 30, 2024, Treasurer's Report*. The motion was seconded by Jason Bush and the motion carried. The *Treasurer's Report as of October 31, 2024*, was presented to the board for review. A motion was made by Scott Jessee to receive and file the *as of October 31, 2024, Treasurer's Report*. The motion was seconded by Jason Bush, and the motion carried.

**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.cvsxcd.org](http://www.cvsxcd.org)

**We work with the people who work the land.**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Request for Donation:** Virginia Tech Soil Judging Group, by letter, requested Adult Education funding. Siobhan Nishida suggested that it be the same as last year's amount. Kelly Gilmer approved the soil team donation; Jason Bush seconded the motion and the motion carried.

**Report from the Executive Committee:** Kelly Gilmer presented an update from the Executive Committee meeting. Jason Bush made a motion to approve bonuses as discussed in the Executive Committee Meeting. Scott Jessee seconded the motion, and the motion carried. Jason Bush made a motion to approve the increase in hourly rate for a staff member as discussed in the EC meeting closed session. Scott Jessee seconded the motion, and the motion carried. All performance bonuses and hourly rate increases were recorded in the payment action sheets in the personnel files of each employee.

**PY 25 Conservation Plans and Contracts Approval:** Brandon Blevins reviewed the PY25 - December 2024 CEF Ranking Sheet with the BOD. Kelly Gilmer made a motion to approve the following conservation plans: CP-25-25-0011, CP-25-25-0012, and CP-25-25-0010. Scott Jessee seconded the motion, and the motion carried. Kelly Gilmer made a motion to approve the following contracts with instances #: contract 25-25-0022, instance #647266, in the amount of \$55,879.20; contract 25-25-0023, instance #647276, in the amount of \$6,824.00; contract 25-25-0021, instance #646203, in the amount of \$2,875.00. Jason Bush seconded the motion, and the motion carried.

**Lime Program Application Approval:** Jeff Mutter presented updates on the Lime Program and asked for the Board's approval of six applications: John Sutherland in the amount of \$500, Randy Cox in the amount of \$500, Danny Yates in the amount of \$500, Joe Kendrick in the amount of \$500, Neal Breeding in the amount of \$500, and Moises Ordonez in the amount of \$500. Scott Jessee made a motion to accept the six applications. Kelly Gilmer seconded the motion, and the motion carried.

The Board requested the staff review the current application for producers in the Lime Program and propose changes for Board approval in the January 2025 BOD meeting.

**CY 2024 Tax Credit Approvals:** Brandon Blevins presented the information on the needed tax credit approvals before the end of the calendar year. Jason Bush made a motion to approve the following producers for their associated tax credit amounts: Patty Harmon for \$244.38, Sam Fields for \$625.00, Joe Kendrick for \$416.41. Kelly Gilmer seconded the motion, and the motion carried.

**Directors FOIA Training Complete:** Directors completed the FOIA training: Zac Ketron and Andy Smith on 12/4/24 and Kelly Gilmer on 11/13/24.

**Staff IT Security Training Complete:** Staff informed the Board that they completed the IT Security Training dates as follows: Brandon Blevins 12/6/2024 and Jeff Mutter 11/15/ 2024. Siobhan Nishida planned to complete the training by the due date of Dec 20<sup>th</sup>.

**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



We work with the people who work the land.

**Clinch Valley Soil and Water  
Conservation District**

131 Highland Drive, Suite B Lebanon, VA  
24266

Phone: (276) 883-5987

[www.cvsxcd.org](http://www.cvsxcd.org)

**Porter Project Update:** Siobhan Nishida and Brandon Blevins presented an update to the Board-

Tom Porter's Letter of Hardship was sent to DCR as presented to the BOD, dated 10/7/2024. DCR denied the Hardship Request via letter dated 11/21/24. Mr. Porter inquired about an appeal. The Assistant Attorney General determined that he was not entitled to an appeal. Tom Porter has been granted 60 days to submit a prorated repayment to CVSWCD in the amount of \$11,960.20, and associated Virginia State Tax Credit of \$1,089.79 by February, 21<sup>st</sup>, 2025.

**REPORTS FROM COOPERATING AGENCIES:**

**DCR:** BOD and staff reviewed the December 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, Jeff Mutter, and Ali Reilly:** The Clinch Valley SWCD staff reviewed the December 2024 CVSWCD Staff Report with the Board. See attachment B.

**Virginia Coop Extension Service:** Scott Jessee informed the staff about Pesticide Applicator Recertification Training happening the evening of December 12, 2024. Bill Worrell informed the staff that a Succession Planning Workshop is being planned for some time next year.

**Virginia Dept. of Forestry, Bill Miller:** Bill Miller discussed the 2024 Russell County wildfire season with the Board and staff.

**DATES TO REMEMBER:**

Next Board of Director Meeting 12:30 PM, January 9, 2024.

**ADJOURN:**

Zac Ketron declared the meeting adjourned at 2:14 PM due to no further business. Kelly Gilmer made a motion to adjourn. Jason Bush seconded the motion to adjourn, and the motion carried. The Next Board of Directors meeting was scheduled to take place on January 9, 2025, at 12:30 PM, and be held at the Jefferson Board Room at the Southwest Virginia Community College location in the Russell County Government Center.

  
Director