

**DIRECTORS:**

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

**ASSOCIATE DIRECTORS:**

Mike Altizer  
Bill Worrell  
Gary Breeding



**Clinch Valley Soil and Water  
Conservation District**

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

**Clinch Valley Soil and Water Conservation District  
Executive Committee Meeting Minutes  
December 12, 2024; Jefferson Room RC Government Center, 11:15 am**

**COMMITTEE MEMBERS**

Zac Ketron, Chair  
Kelly Gilmer, Vice Chair  
Mike Altizer, Director Emeritus  
Gary Breeding, Associate Director (absent)  
Jason Bush, Director  
Andy Smith, Director (absent)

**STAFF**

Brandon Blevins, Conservation Specialist  
Jeff Mutter, Conservation Specialist  
Siobhan Nishida, District Manager  
Ali Reilly, Education Specialist

**CALL MEETING TO ORDER:** Zac Ketron called the December 12, 2024 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 10:30 am.

**ADDITIONS TO THE AGENDA:**

**None**

**NEW BUSINESS:**

**Employee Review**

Kelly Gilmer made a motion that EC go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711.(A) (1) to discuss employee reviews, salary increases and performance bonus considerations of District Personnel. The motion was seconded by Jason Bush and the motion carried. Siobhan Nishida, Brandon Blevins, Jeff Mutter and Ali Reilly were requested to stay alternately to discuss their 6-month performance review. Pursuant to the Code of Virginia Section 2.2-3712.(D) Jason Bush made a motion to certify that to the best of the Executive Committee's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Executive Committee during the Closed Meeting. The motion was seconded by Kelly Gilmer and the motion carried. There was a roll call vote Jason Bush – yea, Kelly Gilmer – yea, and Zac Ketron – yea, and Mike Altizer - yea

**Budget Review**


The EC reviewed the annual budget. Siobhan Nishida noted that the Scholarship budget line shows that funds were already depleted due to FY24 recipients receiving the payment after July 1.

**Performance Bonus**

The EC agreed to make the following recommendation to the Board: Staff should receive performance bonuses and salary increases as discussed in the closed session and recorded in their personnel file on the payment action sheet.

**ADJOURN:**

Kelly Gilmer made a motion to adjourn at 11:45am and the motion was seconded by Jason Bush and the motion carried.

  
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Director Signature

Prepared By:  
Siobhan Nishida, CVSWCD District Manager