

**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)

**DIRECTORS:**

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

**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  
Board Meeting Minutes**

**April 10, 2025; Jefferson Board Room, RC Govt Center, Lebanon 9:00 AM**

**BOARD MEMBERS**

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

**STAFF**

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

**AGENCY PERSONNEL**

Lorie Stevens, DCR  
Angie Ball, DCR  
Wess Stanley, NRCS

**ATTENDANCE FROM THE PUBLIC:**

None

**CALL MEETING TO ORDER**

Andy Smith called the April 10, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:02 AM.

**ADDITIONS TO THE AGENDA:**

None

**PUBLIC COMMENT:**

None

**APPROVAL OF March 13<sup>th</sup> BOD MINUTES**

The *March 13<sup>th</sup>, 2025, Board Meeting Minutes* were presented for review and approval. Zac Ketron made a motion to approve the *March 13<sup>th</sup>, 2025, Board Meeting Minutes* as presented. Jason Bush seconded the motion, and the motion carried.

**REVIEW, RECEIVE, AND FILE THE TREASURER'S REPORT**

The *Treasurer's Report as of February 28, 2025*, was presented to the board for review. A motion was made by Jason Bush to receive and file the *as of February 28, 2025, Treasurer's Report*. The motion was seconded by Zac Ketron and the motion carried.

**UNFINISHED BUSINESS**

None

**DIRECTORS:**

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

**DIRECTOR EMERITUS:**

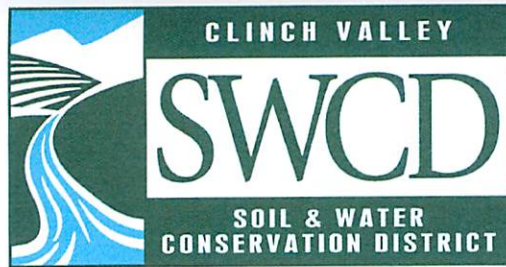
Mike Altizer

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**NEW BUSINESS**



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**PY 25 Conservation Contract and Plan Approvals:** Brandon Blevins reviewed the PY25 - April 2025 CEF Ranking Sheet with the BOD. Kelly Gilmer made a motion to approve the following conservation plans: CP-25-23-0011, CP-25-25-0013, CP-25-25-0010. Zac Ketron seconded the motion, and the motion carried. Kelly Gilmer made a motion to approve the following contracts: #25-25-0025, instance #649589 in the amount of \$99,634.50; #25-25-0024, instance #648780 in the amount of \$77,394.80; #25-25-0029, instance #652293 in the amount of \$5,266.25; #25-25-0021, instance #649078 in the amount of \$27,676.00; #25-25-0030, instance #652298 in the amount of \$4,712.50 using Hurricane Helene VACS; #25-25-0031, instance #652302 in the amount of \$3,567.50 using Hurricane Helene VACS; and #25-25-0028, instance #652211 in the amount of \$3,163.75 using Hurricane Helene VACS. Zac Ketron seconded the motion, and the motion carried.

**Lime Program Approval:** Jeff Mutter requested the board approve two lime program applications for Laura Usher for \$500.00 and David Price for \$500.00. Zac Ketron made a motion to approve Laura Usher's and David Price's applications in the amount of \$500, each. Kelly Gilmer seconded the motion, and the motion carried.

**Hurricane Relief Funding for Repairs Done:** Siobhan Nishida informed the BOD about Hurricane Helene Relief Funding clarification.

**Update the Board on Participant Passing:** Brandon Blevins informed the BOD about the death of a project participant, Bobby Puckett, who had an outstanding project that had not been verified. Brandon Blevins requested the BOD approve the cancellation of the project, CN#25-19-0003, and waive any maintenance agreements. Zac Ketron abstained from the vote due to conflict of interest. Jason Bush made a motion to cancel the project due to the death of the project holder. Kelly Gilmer seconded the motion, and the motion carried.

**Review of Audit Subcommittee General Management Letter:** The staff discussed the Audit Subcommittee General Management Letter with the BOD.

**Set Committee Meetings:** Siobhan Nishida requested input from the BOD on scheduling the Executive Committee Meeting and BMP Committee Meeting in May 2025. The Executive Committee was scheduled for May 1, 2025 at 9:00 AM. The BMP Committee Meeting topics will be discussed during the May Board Meeting on May 8, 2025.

**College Scholarship Applicants:** Ali Reilly presented the BOD with the one scholarship application the District received for the 2025 Scholarship. Zac Ketron made a motion to award Breanna Maxfield of Honaker High School the \$2,000 scholarship. Kelly Gilmer seconded the motion, and the motion carried.

**Minutes Training Required:** Siobhan Nishida informed the BOD that Brandon Blevins and Ali Reilly both attended the mandatory DCR Minutes Training on 3/17/25.

**Hillside Trail Project Update including Brushwork Awardee:** Siobhan Nishida and Jeff Mutter updated the BOD on the awarding of Appalachian Land Works with the invasive species removal on the Hillside Project with their bid of \$2,960.00. As of 4/10/25, all the marked invasive trees have been mulched or cut down along the hillside and in the spillway, retention pond, and dam.

**NASDA Grant Update:** Siobhan Nishida discussed the status of the NASDA Grant funding with the BOD.



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**Approval of Destruction of Office Inventory:** Siobhan Nishida shared the inventory the staff hopes to destroy, highlighted on the Fixed Assets Inventory document with the BOD. Zac Ketron made a motion to destroy and discard the highlighted equipment on the Fixed Assets Inventory list. Kelly Gilmer seconded the motion, and the motion carried.

**Outreach Events Update:** Siobhan Nishida shared the dates of upcoming outreach events. All are listed below in upcoming "Dates to Remember" section.

**REPORTS FROM COOPERATING AGENCIES:**

**Lorie Stevens, DCR:** BOD and staff reviewed the April 2025 DCR- DSWC CDC Report. See attachment A.

**Angela Ball, DCR:** Angela Ball discussed some clarifications on engineering vs. conservation planning practices between NRCS and DCR.

**Wess Stanley, NRCS:** The staff 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 April 2025 CVSWCD Staff Report with the Board. See attachment B.

**Virginia Coop Extension Service:** Scott Jessee informed the staff and BOD of 4-H Camp sign-ups are open, there's a small fruit sale coming up, and the Cattleman's Association is meeting soon. Bill Worrell discussed some programs happening in Washington County and the increasing problems with fire ants in Lee County.

**DATES TO REMEMBER:**

Tire Drop-off Day: April 17, 2025

Tree Give Away – April 18, 2025 10:00am – 2:00pm

Area IV Envirothon Competition and TNC Tree Planting – April 24, 2025

Next Board Meeting- Thursday, May 8, 2025 at 9:00 AM

**ADJOURN:**

Andy Smith declared the meeting adjourned at 10:57 PM due to no further business. Zac Ketron made a motion to adjourn. Kelly Gilmer seconded the motion to adjourn, and the motion carried. The Next Board of Directors meeting was scheduled to take place on May 8, 2025 and will be held in the Jefferson Room in the Russell County Government Center at 9:00 AM.

  
Director