

**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



**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**

**May 8, 2025; Jefferson Board Room, RC Govt Center, Lebanon 9:00 AM**

**BOARD MEMBERS**

Andy Smith, Chair - absent  
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  
Wess Stanley, NRCS

**ATTENDANCE FROM THE PUBLIC:**

None

**CALL MEETING TO ORDER**

Kelly Gilmer called the May 8, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:09 AM.

**ADDITIONS TO THE AGENDA:**

None

**PUBLIC COMMENT:**

None

**APPROVAL OF April 10<sup>th</sup> BOD MINUTES and May 1<sup>st</sup> Executive Committee Meeting Minutes**

The April 10<sup>th</sup>, 2025, Board Meeting Minutes were presented for review and approval. Zac Ketron made a motion to approve the April 10<sup>th</sup>, 2025, Board Meeting Minutes with corrections. Jason Bush seconded the motion, and the motion carried. The May 1<sup>st</sup>, 2025, Executive Committee Meeting Minutes were presented for review and approval. Zac Ketron made a motion to approve the May 1<sup>st</sup>, 2025 Executive Committee Meeting Minutes with corrections. Jason Bush seconded the motion, and the motion carried.

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

The Treasurer's Report as of March 31, 2025, was presented to the board for review. A motion was made by Jason Bush to receive and file the as of March 31, 2025, Treasurer's Report. The motion was seconded by Zac Ketron and the motion carried.

**UNFINISHED BUSINESS**

**Executive Session:**

Employee Review: Zac Ketron 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 District Personnel. The motion was seconded by

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Jason Bush and the motion carried. Ali Reilly received her performance review and EC reviewed the printed job description and FLSA status. Pursuant to the Code of Virginia Section 2.2-3712.(D) Zac Ketron 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 Jason Bush and the motion carried. There was a roll call vote: Kelly Gilmer- yea, Bill Worrell – yea, Scott Jessee – yea, Jason Bush – yea, Gary Breeding - yea, and Zac Ketron - yea and the motion carried.

**Report and Recommendations from Executive Committee:**

Zac Ketron gave the Executive Committee report and made recommendations for Siobhan Nishida to move to a salary step, grade 9, Brandon Blevins move to a salary step 8, grade 9, Jeff Mutter move to a salary step 8 grade 7, and Ali Reilly move to pre-determined hourly payrate, effective July 1, 2025. Jason Bush made a motion to approve the recommendations from the Executive Committee to make the presented salary changes. Zac Ketron seconded the motion, and the motion carried.

Py26 Lime Program Recommendation: Jeff Mutter asked for clarification from the Board on the new Lime Program Application following discussions at the May 1<sup>st</sup>, 2025 Executive Committee Meeting. Jason Bush made a motion to adopt the following new cost-share rate, "The cost share rate of 50% up to \$1,000 for one farm. If spreading lime on multiple farms (maximum of three farms), the cost share rate is 50% up to \$2,000 for all three farms combined." Zac Ketron seconded the motion, and the motion carried.

PY26 Budget Approval Recommendation: Siobhan Nishida reviewed the budget with the BOD and asked for their approval for PY26. Jason Bush made a motion to approve the budget as presented. Zac Ketron seconded the motion, and the motion carried.

**NEW BUSINESS**

**Approval PT High School Summer Intern Position:** Siobhan Nishida requested that the Board consider the addition of a High School Summer Intern. Zac Ketron made a motion to grant District Staff the authority to advertise, interview, and hire a High School Intern at \$15/hour, at up to 20 hours per week. Jason Bush seconded the motion, and the motion carried.

**Request for Preliminary Vote on Small Farm Pilot Program:** Siobhan Nishida informed the BOD on the Small Farm Pilot Program and requested the Board review the preliminary concept of the program and vote on whether the Board would support the program. After some discussion, Jason Bush made a motion to have Siobhan Nishida email the Program's contact to find out more information but inform them that it is not applicable to this area. Participation would be considered if SL-6 and SL-7 were included at a future date. Zac Ketron seconded the motion, and the motion carried.

**PY24 Copper Creek Project Additional Funding Approval:** Jeff Mutter gave the BOD an update on the completion of a PY24 Copper Creek TMDL project, CN# 25-24-0003 for Rick Wampler. The project cost more than the originally planned due to unforeseen construction hurdles (well issues), in the amount of \$4,724.75. The project also had a \$1,176 buffer payment. Scott Jessee made a motion to approve the total increased payment amount to \$5,900.75. Zac Ketron seconded the motion, and the motion carried. Jason Bush abstained from voting due to a conflict of interest.

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**PY25 Lime Project Approval:** The Board suggested that due to the approved changes to the Lime Program, effective July 1, 2025, Jeff Mutter should reach out to the applicant and encourage them to re-apply for PY26.

**NFWF Grant Agreement Approval:** Siobhan Nishida and Brandon Blevins presented the NFWF Grant Agreement for the Board's approval. Zac Ketron made a motion to approve the NFWF Grant Agreement. Jason Bush seconded the motion, and the motion carried.

**REPORTS FROM COOPERATING AGENCIES:**

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

**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 May 2025 CVSWCD Staff Report with the Board. See attachment B.

**Virginia Coop Extension Service:** Bill Worrell discussed the upcoming Legacy Planning Training on May 15<sup>th</sup> and 22<sup>nd</sup> and some other training opportunities.

**DATES TO REMEMBER:**

May 26, 2025- Memorial Day Holiday

Next Board Meeting- Thursday, June 12, 2025 at 9:00 AM

**ADJOURN:**

Kelly Gilmer declared the meeting adjourned at 10:59 AM due to no further business. Jason Bush made a motion to adjourn. Scott Jessee seconded the motion to adjourn, and the motion carried. The Next Board of Directors meeting was scheduled to take place on June 12, 2025 and will be held in the Jefferson Room in the Russell County Government Center at 9:00 AM.

  
Director