

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

We work with the people who work the land.

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

January 9, 2025; Jefferson Board Room, RC Govt Center, Lebanon 12:30 PM

BOARD MEMBERS

Andy Smith, Chair
Kelly Gilmer, Vice Chair
Jason Bush, Treasurer - Absent
Zac Ketron, 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

ATTENDANCE FROM THE PUBLIC:

None

CALL MEETING TO ORDER

Kelly Gilmer called the January 9, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:33 PM.

ELECTION OF DISTRICT OFFICIALS:

Kelly Gilmer turned the meeting over to Mike Altizer to take nominations for the District Chair. Mike Altizer requested nominations for Office of Chair. Kelly Gilmer nominated Andy Smith for Office of Chair. There were no further nominations, so the board elected by roll call as following: Kelly Gilmer- yea, Scott Jessee- yea. Mike Altizer turned the meeting over to the Chair, Andy Smith. Andy Smith requested nominations for Vice Chair, Treasurer, and Secretary. Scott Jessee made a nomination for Kelly Gilmer to serve as Vice Chair. There were no further nominations, so the board elected by roll call as follows: Scott Jessee- yea, Kelly Gilmer- yea. Kelly Gilmer made a nomination for Jason Bush to serve as Treasurer. There were no further nominations, so the board elected by roll call as follows: Kelly Gilmer- yea, Scott Jessee- yea. Kelly Gilmer made a nomination for Siobhan Nishida to serve as Secretary. There were no further nominations, so the board elected by roll call as follows: Kelly Gilmer- yea, Scott Jessee. Kelly Gilmer was elected Vice Chair, Jason Bush was elected Treasurer, and Siobhan Nishida was elected Secretary.

ADDITIONS TO THE AGENDA:

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

We work with the people who work the land.

Update on Hurricane Helen Relief funding- Staff reported that DCR is working on making some funding available for Project damage due to Hurricane Helene.

PUBLIC COMMENT:

None

APPROVAL OF December 12th BOD and December 12th Executive Committee MINUTES

The *December 12, 2024, Board Meeting Minutes* were presented for review and approval. Scott Jessee made a motion to approve the *December 12, 2024, Board Meeting Minutes* with the presented correction. Kelly Gilmer seconded the motion, and the motion carried. The *December 12, 2024, Executive Committee Meeting Minutes* were presented for review and approval. Kelly Gilmer made a motion to approve the *December 12, 2024, Executive Committee Meeting Minutes* as presented. Scott Jessee seconded the motion, and the motion carried.

REVIEW, RECEIVE, AND FILE THE TREASURER'S REPORT

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Appointment of Associate Directors and FOIA and Record Retention Officer: Kelly Gilmer made a motion for Gary Breeding and Bill Worrell to continue as Associate Directors. Scott Jessee seconded the motion, and the motion carried. Mike Altizer agreed to continue as Director Emeritus. Kelly Gilmer made a motion for Siobhan Nishida to continue as FOIA & Record Retention Officer. Scott Jessee seconded the motion and the motion carried.

Chairman Select Committees: Andy Smith selected the committee members as follows: Executive Committee includes Andy Smith, Kelly Gilmer, Mike Altizer, Gary Breeding, Jason Bush, Zac Ketron, and Siobhan Nishida as an advisor. The Annual Plan of Work and Long Range (ad hoc) Committees were dissolved and their respective responsibilities absorbed by the Executive Committee. The BMP Committee will include Zac Ketron, Scott Jessee, Andy Smith, Jeff Mutter, and Brandon Blevins. The Education Committee will include Bill Worrell and Andy Smith, with Siobhan Nishida and Ali Reilly acting as advisors.

Set Regular BOD Meeting Dates and Times: Scott Jessee made a motion that the Clinch Valley SWCD BOD meetings continue to meet on the second Thursday of each month in the Jefferson Board Room in the Russell County Government Center, November through March being set at 12:30 PM and April through October being set at 9:00 AM. Kelly Gilmer seconded the motion, and the motion carried.

Education Committee Meeting Dates and Times: The Education Committee set the date and time for the next meeting on January 23, 2025 at 12:00 PM in the Jefferson Board Room.

Federal Mileage Rate Adjustment Approval for CY 2025: Kelly Gilmer made a motion to accept the federal mileage rate adjustment to be 70 cents per mile, effective 01/01/2025. Scott Jessee seconded the motion, and the motion carried.

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

We work with the people who work the land.

Cost Share Admin Review: Lorie Stevenson, DCR, reviewed the Cost Share Admin Review.

Office Inventory Review: The BOD reviewed the Office Inventory.

Check Signing Authority and Bank Signature Card: The BOD reviewed the Bank Signature Card and Check Signing Authority list, and no changes were made.

Ag Outreach Event Planning Discussion: Siobhan Nishida discussed the planning of the annual Ag Outreach Event, a DCR grant deliverable, with the BOD. The date for the event was set for the evening of February 13th, 2025, following the February BOD meeting.

Lime Program Application Adjustments: Jeff Mutter presented updates to the Lime Program Application. The new application shows that program participants may request addition cost share funding for multiple tracts of land, and they must prove "Operator" rights. There has also been an addition of questions to gather further information about the applicant.

The Board requested staff add a cost share cap of \$500 per tract, not to exceed \$1,500 per individual applicant. The Board decided to revisit this discussion at the April 2025 BOD Meeting.

4H Student Project Assistance: Kelly Gilmer brought a discussion about the District donating to Russell County 4H/local FFA Chapters to the BOD. The Board decided to revisit this discussion in the next Education Committee meeting.

VT Soil Judging Team Donation Amount Clarification: Siobhan Nishida asked the Board to approve a \$100 donation to the VT Soil Judging Team after realizing a donation was not made last year, as mistakenly reported in the December 2024 BOD meeting. Kelly Gilmer made a motion to approve the \$100 donation to the VT Soil Judging Team. Scott Jessee seconded the motion and the motion carried.

Mid-Year Annual Plan of Work Review: Siobhan Nishida reviewed the January and February Annual Plan of Work.

REPORTS FROM COOPERATING AGENCIES:

DCR: BOD and staff reviewed the January 2025 DCR- DSWC CDC Report. See attachment A.

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 January 2025 CVSWCD Staff Report with the Board. See attachment B.

Virginia Coop Extension Service: Bill Worrell informed the staff and BOD that more information on the upcoming Succession Planning Workshop is forthcoming. The Camp Woods & Wildlife Conference is scheduled for February 22, 2025 in Blacksburg.

DATES TO REMEMBER:

DIRECTORS:

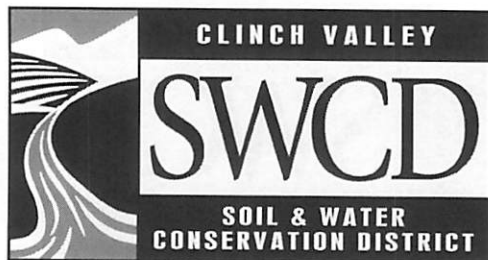
Andy Smith, Chairman
Kelly Gilmer, Vice-Chairman
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension
Zac Ketron

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

We work with the people who work the land.

Next Board Meeting Time 4:00 PM, February 13, 2025.

Winter Forage Conference, January 28, 2025

Area IV Spring Meeting, March 12, 2025.

ADJOURN:

Andy Smith declared the meeting adjourned at 2:28 PM due to no further business. Kelly Gilmer 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 February 13, 2025, at 4 PM, and be held at the Lebanon Community Meeting Room at the Lebanon Community Center Government Center.



Director