

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**

August 14, 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

STAFF

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

AGENCY PERSONNEL

Lorie Stevens, DCR
Wess Stanley, NRCS
Bill Miller, VDOF
John Womack, NRCS

ATTENDANCE FROM THE PUBLIC:

Kim Smith

CALL MEETING TO ORDER

Andy Smith called the August 14, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:03 AM.

ADDITIONS TO THE AGENDA:

None

PUBLIC COMMENT:

None

APPROVAL OF JUNE 12TH BOD MINUTES Meeting Minutes

The June 12th, 2025, Board Meeting Minutes were presented for review and approval. Zac Ketron made a motion to approve the June 12th, 2025, Board Meeting Minutes with corrections. Kelly Gilmer seconded the motion, and the motion carried.

REVIEW, RECEIVE, AND FILE THE TREASURER'S REPORT

The Treasurer's Reports as of May 31, 2025 and June 30, 2025, was presented to the board for review. A motion was made by Zac Ketron to receive and file the as of May 31, 2025, Treasurer's Report and the as of June 30, 2025, Treasurer's Report. The motion was seconded by Jason Bush and the motion carried.

UNFINISHED BUSINESS

None

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NEW BUSINESS



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Dennis Porter PY26 Canceled Application Letter: Siobhan Nishida asked the BOD to review the PY26 Canceled Application Letter addressed to Mr. Dennis Porter. After deliberation, Kelly Gilmer made a motion to send the letter to Mr. Porter. Zac Ketron seconded the motion and the motion carried.

***Jason Bush stepped out of room due to a conflict of interest.**

PY 26 Conservation Plans and Contracts Approval: Brandon Blevins reviewed the June 2025 CEF Ranking Sheet. Kelly Gilmer made a motion to approve the following conservation plans: CP-25-26-0003, CP-25-26-0005, CP-25-26-0002, CP-25-26-0004, and CP-25-26-0001. Zac Ketron seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the following contracts and instance #s: 25-26-0010, #678412 in the amount of \$35,691.00; 25-26-0012, #681868 in the amount of \$54,761.20; 25-26-0002, #662910 in the amount of \$72,283.00; 25-26-0006, #671882 in the amount of \$2,468.00; 25-26-0011, #681866 in the amount of \$51,030.00; 25-26-0007, #671971 in the amount of \$3,909.00; 25-26-0001, #660815 in the amount of \$70,196.50; 25-26-0004, #666255 in the amount of \$2,700.00; 25-26-0009, #674153 in the amount of \$1,170.00; 25-26-0014, #683561 in the amount of \$418.50; 25-26-0005, #666497 in the amount of \$1,675.40; 25-26-0015, #685720 in the amount of \$2,156.25; and 25-26-0013, #683336 in the amount of \$865.40. Zac Ketron seconded the motion and the motion carried.

***Jason Bush rejoined the meeting.**

Lime Program Approval: Jeff Mutter reviewed the PY26 August Lime Program Approval Sheet. He discussed the new funding cap of \$1,000 per applicant and explained that rather than presenting the BOD with applicant names he would present application #s going forward. Kelly Gilmer made a motion to approve the following applicants: 26-0001 for \$1,000, 26-0002 for \$1,000, 26-0003 for \$1,000, and 26-0004 for \$1,000. Zac Ketron seconded the motion and the motion carried.

Adams CPA Letter of Engagement: Siobhan Nishida requested that the board review the annual Letter of Engagement from Adams CPA. Kelly Gilmer made a motion that the Board would agree to and sign the Adams CPA Letter of Engagement. Jason Bush seconded the motion and the motion carried.

Purchases of District Equipment: Brandon Blevins reviewed the District's intended equipment purchases with funding through the NFWF grant. He presented quotes for utility trailers, box trailers, a 4-Seater UTV, seeders, and Native Seed Drills. Kelly Gilmer made a motion to move forward with purchasing the CF Moto Uforce 1000 XL from Mountain Suzuki in Rosedale for \$16,088.96. Zac Ketron seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the Prairie & Plot Dew Drop Drill for \$8,500 and the Dew Drop Drill Triple Tine Kit for \$600. Jason Bush seconded the motion and the motion carried. The BOD decided that once the UTV and drill are purchased and delivered, the staff can revisit the best trailering/storage options.

Brandon Blevins also compiled a list of bids and quotes (advertised on eVA), on a heavy duty 3/4 ton truck which will be purchased with District funding, as approved through the PY26 Budget. After discussion, Kelly Gilmer made a motion to give the staff authority to purchase a truck within the county for under \$60,000. Zac Ketron seconded the motion and the motion carried.

Hillside Trail Project Update & Contract Approval: Jeff Mutter updated the board on the current progress of the hillside project. He reviewed Nathan Brown's, of Barrington Landscape Architecture, Master Plan & Construction

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Document Proposal. Mr. Brown's proposed trail system construction plan quoted the district \$4,500. However, he also proposed an additional \$18,000 in engineering expenses for contracted surveying. Jeff Mutter requested the board approve Mr. Brown's "Lebanon Hillside Trail Project Master Plan & CDs" in the amount of \$4,500, which will be paid with the Urban Hillside Community Grant. He also requested direction on how to move forward with the engineering cost. Scott Jessee made a motion to approve the hiring of Nathan Brown for the trail design and for the District to move forward with allowing Nathan Brown to contract the additional engineering work. Zac Ketron seconded the motion and the motion carried.

ASA Complaints District Policies: Siobhan Nishida asked the BOD to review the ASA Complaints District Policies. Kelly Gilmer made a motion to continue with the policy, as-is. Jason Bush seconded the motion and the motion carried.

Donation to 4H Club: Siobhan Nishida requested the board consider a donation to 4H to increase the cash prizes for the youth in each animal show category. Kelly Gilmer made a motion to donate a lump sum of \$2,000 to Russell County 4-H for them to distribute how they see fit to the youth participants. Jason Bush seconded the motion and the motion carried.

Review Dedicated Reserves, Cash on Hand, & Approved Carryover Report: Siobhan Nishida reviewed the Dedicated Reserves, Cash on Hand, and the Approved Carryover Report with the Board.

Review Desktop Procedures of Fiscal Operations: Siobhan Nishida reviewed the Desktop Procedures of Fiscal Operations with the Board.

Records Destruction Complete 7/14/25: Siobhan Nishida informed the BOD that the district is in compliance with the proper records destruction protocol, completed on 7/14/25.

Breanna Maxfield Intern Summary Presentation: Breanna Maxfield presented an overview of her summer internship to the board.

Clean Water Farm, Farm Family, Conservation Teacher of the Year, and Friends of Conservation: Siobhan Nishida asked the board for any input on nominations for the Clean Water Farm, Farm Family, Conservation Teacher of the Year, and Friends of Conservation awards. After some discussion, the Board requested more time to think about nominees.

Planned Fall Events: Smithfield Pasture Walk 9/24/25, Russell County Fair 8/29/25-9/6/25, Natural Resources Festival 9/18/25, Annual Banquet 10/7/25 After brief discussion, Kim and Andy Smith agreed to partner with the district to adjust the Smithfield Pasture Walk to incorporate the District Small Farm Outreach Event for PY26.

REPORTS FROM COOPERATING AGENCIES:

Lorie Stevens, DCR: BOD and staff reviewed the August 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, Ali Reilly, and Breanna Maxfield: The Clinch Valley SWCD staff reviewed the July/August 2025 CVSXCD Staff Report with the Board. See attachment B.

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Virginia Coop Extension Service: Scott Jessee updated the District and BOD on current programs and upcoming events from the Extension Office. Bill Worrell discussed the upcoming Hurricane Helene funding program through VDACS and some upcoming trainings/events.

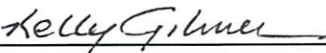
Bill Miller, VDOF: Bill Miller discussed updates to VDOF programs.

DATES TO REMEMBER:

Next Board Meeting- Thursday, September 11th, 2025 at 9:00 AM

ADJOURN:

Andy Smith declared the meeting adjourned at 11:53 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 September 11, 2025 and will be held in the Jefferson Room in the Russell County Government Center at 9:00 AM.


Director