

**DIRECTORS:**

Andy Smith, Chairman  
Kelly Gilmer, Vice-Chairman  
Jason Bush, Treasurer  
Scott Jesse, 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  
October 22, 2025; RC Conference Center, RC Govt Center, Lebanon 1:00 PM**

**BOARD MEMBERS**

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

**STAFF**

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

**AGENCY PERSONNEL**

Toni Doti, Mayor Lebanon  
Ernie McFadden, IDA  
Nathan Brown, Barrington LA

**ATTENDANCE FROM THE PUBLIC:**

None

**CALL MEETING TO ORDER**

Andy Smith called the October 22, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Special Called Board of Directors meeting to order at 1:05 PM.

**ADDITIONS TO THE AGENDA:**

None

**PUBLIC COMMENT**

None

**NEW BUSINESS**

**Hillside Trail Progress Update and Survey Bid Review and Selection**

Jeff Mutter updated the BOD and agency personnel on the status of the Hillside Trail Project. Nathan Brown suggested a meeting with all interested parties for discussion of the storm water channel stabilization/ construction sometime soon after the first week of November. Ernie McFadden agreed to set a date for that meeting. Jeff Mutter outlined the needs for the upcoming Wellspring Grant. Jeff Mutter requested the Board review three bids submitted for a two-foot contour survey needed for construction documents for the proposed trail. Kelly Gilmer made the motion to accept Bailey Engineering's bid for up to \$7,000 for the contracted survey. Zac Ketron seconded the motion and the motion carried.

**PY25 & PY 26 Contract Modificaitons**

PY 25 Contract #25-25-0025 Instance #649589 was originally approved for the amount of \$99,634.50, but due to a clerical error the extreme condition fencing and 4' woven wire fencing component cost was not included in the original budget cost estimate request. Staff stated that they will now double check each other's estimations before entering them into the ranking sheet. The additional funding of \$37,289.79 needed was available in PY25

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Funds due to another completed project coming in under budget and additional funds from the NASDA grant being available. Zac Ketron made a motion to approve Contract # 25-25-0025 with Instance #649589 for the total amount of \$136,924.29. Kelly Gilmer seconded the motion and the motion carried.

PY26 Contract #25-26-0010 with Instance #678412 was originally approved for the amount of \$35,691.00. Staff requested and additional \$7,701.00 because on it was found that the pump for the existing well would need to be replaced. Scott Jessee made a motion to approve Contract #25-26-0010 with Instance #678142 for the total amount of \$43,401. Zac Ketron seconded the motion and the motion carried.

Additional discussion included what activities are allowed in the buffer land and instream areas according to VACS practice BMP manual.

**Waive Jason Bush Drill Rental Fee**

Discussion of the drill equipment winter storage was held. Zac Ketron made a motion to waive Jason Bush's drill rental fee of \$652.80 as he agreed to overwinter the district equipment again this year. Scott Jessee seconded the motion and the motion carried.

**Directors Milage Reimbursement Request**

Siobhan Nishida asked Directors to review milage reimbursement requests for accuracy.

**Ali Reilly Return to Work Plan**

Staff shared the happy news of new baby Everett Grayson Reilly being born on October 19 to Ali and her husband Matt. Siobhan shared an outline of a few at home tasks that Ali plans to continue through the next three months and planned to return to limited office time in mid-January.

**DATES TO REMEMBER:**

Next Board Meeting- Thursday, November 13th, 2025 at 12:30 PM in the Jefferson Room at the RC Government Building. Annual Meeting- December 8-10, 2025, Williamsburg, VA

**ADJOURN:**

Andy Smith declared the meeting adjourned at 2:30 PM due to no further business. Scott Jessee made a motion to adjourn. Zac Ketron seconded the motion to adjourn, and the motion carried. The Next Board of Directors meeting was scheduled to take place on Thursday, November 13th, 2025 and will be held in the Jefferson Conference Room in the RC Government Building at 12:30 PM.

**Director**