

**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**

**November 13<sup>th</sup>, 2025; Jefferson Board Room, RC Govt Center, Lebanon 12:30 PM**

**BOARD MEMBERS**

Andy Smith, Chair  
Kelly Gilmer, Vice Chair  
Jason Bush, Treasurer  
Zac Ketron, Director  
Scott Jesse, 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 (absent)

**AGENCY PERSONNEL**

Lorie Stevens, DCR

**ATTENDANCE FROM THE PUBLIC:**

None

**CALL MEETING TO ORDER**

Andy Smith called the November 13, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 12:31 PM.

**ADDITIONS TO THE AGENDA:**

None

**PUBLIC COMMENT:**

None

**APPROVAL OF October 7<sup>th</sup>, 2025 BOD MINUTES Meeting Minutes**

The *October 7<sup>th</sup>, 2025, Board Meeting Minutes* were presented for review and approval. Zac Ketron made a motion to approve the *October 7<sup>th</sup>, 2025, Board Meeting Minutes*. Kelly Gilmer seconded the motion, and the motion carried.

**APPROVAL OF October 22<sup>nd</sup>, 2025 Special Called BOD MINUTES Meeting Minutes**

The *October 22<sup>nd</sup>, 2025, Special Called Board Meeting Minutes* were presented for review and approval. Zac Ketron made a motion to approve the *October 22<sup>nd</sup>, 2025, Board Meeting Minutes*. Kelly Gilmer seconded the motion, and the motion carried.

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

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



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### UNFINISHED BUSINESS

None

### NEW BUSINESS

**PY 26 Conservation Plans and Contracts Approval:** Staff reviewed the November 2025 CEF Ranking Sheet. Kelly Gilmer made a motion to approve the following conservation plans: CP-25-26-0013, CP-25-26-0014, and CP-25-26-0015. Zac Ketron seconded the motion and the motion carried. Kelly Gilmer made a motion to approve the following contracts and instance #: 25-26-0023, #728044 in the amount of \$24,460.50; 25-26-0024, #728562 in the amount of \$2,275.00; 25-26-0025, #731139 in the amount of \$22,642.40. Zac Ketron seconded the motion, and the motion carried.

**Lime Program Approval:** Jeff Mutter reviewed the PY26 November Lime Program Approval Sheet. Kelly Gilmer made a motion to approve a \$1,000 increase to cover an additional farm for a total of \$2,000 for the Lime Program Application #26-0005. Zac Ketron seconded the motion and the motion carried.

**Tax Credit Approval:** Brandon Blevins and Jeff Mutter presented proposed Tax Credit Approvals for two contracts completed in calendar year 2025 that have out-of-pocket expenses (R. Moyer and R. Stiltner). Staff describe the participants' out-of-pocket expenses and the calculated 25% tax credit for each. Zac Ketron made a motion to approve the tax credit for R. Moyer in the amount of \$1,141.51 and the tax credit for R. Stiltner for \$426.50. Jason Bush seconded the motion and the motion carried.

**Tax Credit Approval Delegation:** Jason Bush made a motion to delegate Kelly Gilmer to have authority to approve tax credits outside Board Meeting spaces between November 13<sup>th</sup>, 2025 and December 31<sup>st</sup>, 2025. Motion was seconded by Scott Jessee and the motion carried.

**CD Renewal:** Siobhan Nishida shared with the Board that the two CDs would be auto renewed on 11/18/25 unless the BOD chose to do something different with the funds. Discussions included that the interest percentage rate would only be determined on the date of the renewal. Jason Bush requested that additionally, the interest rate of the Money Market Account would be helpful. Jason made a motion to delegate authority to Kelly Gilmer on the action of the CDs considering the best interest at the renewal time. Zac Ketron seconded the motion and the motion carried.

**Hillside Urban Forest Trail Project Update:** Jeff Mutter reviewed two quotes procured via Nathan Brown for Stormwater and Sediment & Erosion control planning and trail engineering. The two quotes were from Bailey Engineering for \$15,000 and Bundy Engineering for \$7,200. Kelly Gilmer made a motion to approve the quote received by Bundy Architecture & Engineering, INC for \$7,200.00. Zac Ketron seconded the motion and motion carried.

**FOIA Request Discussion:** Siobhan Nishida briefed the Board on an FOIA request that was received on Monday, November 10<sup>th</sup>, 2025.

**Staff IT Security Training Complete for Blevins, Mutter, & Nishida:** Siobhan Nishida briefed the Board on IT Security Training completed by staff. Siobhan Completed the training on 10/30/25 and Jeff Mutter on 11/12/25. Brandon Blevins was planning to complete it before the next BOD meeting.



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**COIA Training for Ketron and Smith:** Siobhan Nishida briefed the BOD on the COIA training required for K. Gilmer, A. Smith and Z. Ketron. Kelly Gilmer completed the training on 11/11/25. Zac Ketron and Andy Smith planned to complete the training before December BOD meeting.

**2026 Forage Conference in Wytheville:** Siobhan Nishida made the Board aware of 2026 Annual Winter Forage Conference in Wytheville, VA on January 27<sup>th</sup>, 2026. She asks that any Board members interested in attending should let staff as soon as possible so they can get them registered.

**Set December Executive Committee Meeting Date:** Siobhan Nishida discussed some possible dates for holding an Executive Committee Meeting in December. After discussion, it was decided to hold the meeting on December 12<sup>th</sup>, 2025 at 11:00 AM. The December 2025 Board of Directors Meeting will follow the Executive Committee Meeting on December 12<sup>th</sup>, 2025 at 12:30 PM.

**REPORTS FROM COOPERATING AGENCIES:**

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

**Clinch Valley Staff, Siobhan Nishida, Brandon Blevins, Jeff Mutter, and Ali Reilly:** The Clinch Valley SWCD staff reviewed the November 2025 CVSWCD Staff Report with the Board. See attachment C.

**Virginia Coop Extension Service:** Scott Jessee and Bill Worrell updated the District and BOD on current programs and upcoming events from the Extension Office.

**DATES TO REMEMBER:**

VASWCD Annual Meeting 12/7/25-12/10/25 in Williamsburg, VA

Next Board Meeting- Thursday, December 12th, 2025 at 12:30 PM in the Jefferson Board Room at the RC Government Building.

**ADJOURN:**

Andy Smith declared the meeting adjourned at 1:41PM due to no further business. Kelly Gilmer 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, December 12th, 2025 and will be held in the Jefferson Board Room in the RC Government Building at 12:30 PM.

  
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Director