

**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)

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**Clinch Valley Soil and Water Conservation District  
Board Meeting Minutes  
June 12, 2025; Jefferson Board Room, RC Govt Center, Lebanon 9:00 AM**

**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  
Breanna Maxfield, Intern

**AGENCY PERSONNEL**

Lorie Stevens, DCR  
Wess Stanley, NRCS

**ATTENDANCE FROM THE PUBLIC:**

Valentyn Bojtschuk

**CALL MEETING TO ORDER**

Andy Smith called the June 12, 2025, Clinch Valley Soil and Water Conservation District (SWCD) Board of Directors meeting to order at 9:16 AM.

**ADDITIONS TO THE AGENDA:**

Mike Altizer will speak on some grazing articles

**PUBLIC COMMENT:**

None

**APPROVAL OF May 8th BOD MINUTES Meeting Minutes**

The *May 8th, 2025, Board Meeting Minutes* were presented for review and approval. Kelly Gilmer made a motion to approve the *May 8th, 2025, Board Meeting Minutes* with corrections. Scott Jessee seconded the motion, and the motion carried.

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

The *Treasurer's Report as of April 30, 2025*, was presented to the board for review. A motion was made by Kelly Gilmer to receive and file the *as of April 30, 2025, Treasurer's Report*. The motion was seconded by Scott Jessee and the motion carried.

**UNFINISHED BUSINESS**

**Executive Session:**

Review PY 26 Personnel Policy, Ali Reilly's Review, and Staff Compensation Correction: Kelly Gilmer 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 the PY26 Personnel Policy, continue Staff reviews and Staff Compensation Correction. The motion was seconded by Scott

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Jessee and the motion carried. The EC reviewed both the PY26 Personnel Policy and discussed the proposed corrections to the Staff Compensations that had previously been voted on in the May 2025 EC meeting. Pursuant to the Code of Virginia Section 2.2-3712.(D) Kelly Gilmer 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 Scott Jessee and the motion carried. There was a roll call vote: Kelly Gilmer- yea, Bill Worrel – yea, Scott Jessee – yea, Mike Altizer – yea and the motion carried.

**NEW BUSINESS**

**Ratify Summer Intern Hire/Welcome Breanna Maxfield:** Siobhan Nishida updated the BOD on the staff's decision to hire Breanna Maxfield and asked for their approval. Kelly Gilmer made a motion to approve the hiring of Breanna Maxfield as the Summer Intern. Scott Jessee seconded the motion, and the motion carried.

**Approval – PY26 Personnel Policy:** Siobhan Nishida presented the PY26 Personnel Policy updates to the board, specifically the purchasing protocols. Kelly Gilmer made a motion to approve the PY26 Personnel Policy. Scott Jessee seconded the motion, and the motion carried.

**Approval – PY26 Staff Salary:** On behalf of the EC, Kelly Gilmer discussed the error in approval of staff salaries in the May 2025 executive committee meeting which set the PY26 Staff Salaries using the PY25 Personnel Policy. Kelly Gilmer made a recommendation from the Executive Committee and motioned that the BOD approve the corrected Staff Salary for PY26 using the PY26 Personnel Policy. Scott Jessee seconded the motion, and the motion carried.

**Approval- Priority and Secondary Considerations:** Brandon Blevins requested input from the board on any changes or updates to the PY26 Clinch Valley SWCD Priority and Secondary Considerations. The Board requested that number 10 on the Secondary Considerations, "TMDL Grants," be updated to "Other Grants" to encompass a broader range of grants. Kelly Gilmer made a motion to approve the Priority and Secondary Considerations with amendments as presented, pending DCR approval. Scott Jessee seconded the motion, and the motion carried.

**Approval – PY26 Average Cost List:** Brandon Blevins presented and reviewed the PY26 Average Cost List to the BOD. Kelly Gilmer made a motion to approve the PY26 Average Cost List as presented. Scott Jessee seconded the motion, and the motion carried.

**\*Andy Smith excused himself due to a conflict of interest. The chair passed to Mike Altizer.**

**Approval - Fourth Year Final Carryover Projects:** Brandon Blevins reviewed the Carryover Report with the Board, which was previously submitted and approved by Sarah Bottenfield. Kelly Gilmer made a motion to approve the Carryover Report as presented. Scott Jessee seconded the motion, and the motion carried.

**\*Andy Smith returned and resumed the chair.**

**Approval – PY26 DCR BMP Cost share and Admin/Ops Grants:** Siobhan Nishida presented the PY26 DCR BMP Cost Share and Admin/Ops grants for the board approval. Kelly Gilmer made a motion to approve the PY26 DCR BMP Cost Share and Admin/Ops grants. Scott Jessee seconded the motion, and the motion carried.

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**Approval – Final FY 2026 Budget w/ Amendments:** Siobhan Nishida presented the Final PY26 Budget to the Board for approval. Kelly Gilmer made a motion to approve the PY26 Budget as presented. Scott Jessee seconded the motion, and the motion carried.

**Approval – Section 125 Premium Only Plan POP:** Siobhan Nishida asked the board to approve the Section 125 Premium Only Plan (POP). Kelly Gilmer made a motion to approve the Premium Only Plan. Scott Jessee seconded the motion, and the motion carried.

**Approval – Destruction of Expired Property & 2026 Equipment List:** Siobhan Nishida asked the board to approve the destruction of expired property and approve the updated 2026 Equipment List. Kelly Gilmer made a motion to approve the destruction of the expired property and approve the 2026 Equipment List. Scott Jessee seconded the motion, and the motion carried.

**VACS Program Conservation Plan/Contract Approvals:** Jeff Mutter reviewed the June 2025 CEF Ranking Sheet. Kelly Gilmer made a motion to approve the conservation plan CP-25-25-0015. Scott Jessee seconded the motion, and the motion carried. Kelly Gilmer made a motion to approve the contract #25-25-0036, instance #658118 in the amount of \$14,382.00. Scott Jessee seconded the motion, and the motion carried. Kelly Gilmer made a motion to approve the following contracts using Hurricane Helene VACS; #25-25-0034, instance #657805 in the amount of \$1,816.25; and #25-25-0035, instance #657814 in the amount of \$2,125.00. Scott Jessee seconded the motion, and the motion carried.

**VCAP Project Approval:** Brandon Blevins requested the board approve VCAP project Contract #25-25-002, in the amount of \$7,560. Kelly Gilmer made a motion to approve VCAP Contract #25-25-002 in the amount of \$7,560. Scott Jessee seconded the motion, and the motion carried.

**Delegate Authority for end of year Cost Share Actions:** Siobhan Nishida requested the board delegate authority to any end of year items, including approval of Attachment D, to any board member. Kelly Gilmer made the motion to approve the request. Scott Jessee seconded the motion, and the motion carried.

**Directors Milage Reimbursement Request:** Siobhan Nishida distributed the Directors Milage Reimbursement checks.

**Presentation and Award for Youth Conservation Leadership Institute Participant – Valentyn Bojtschuk:** Siobhan Nishida introduced Valentyn Bojtschuk, a Youth Conservation Leadership Institute student that worked with both Clinch Valley SWCD and Holston River SWCD to create a renewable energy display and presentation.

**Mike Altizer Shared Publications:** Mike Altizer shared a couple articles and resources discussing grazing.

**REPORTS FROM COOPERATING AGENCIES:**

**Lorie Stevens, DCR:** BOD and staff reviewed the June 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 June 2025 CVSXCD Staff Report with the Board. See attachment B.

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**DATES TO REMEMBER:**

Next Board Meeting- Thursday, August 14th, 2025 at 9:00 AM

**ADJOURN:**

Andy Smith declared the meeting adjourned at 11:30 AM 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 August 14, 2025 and will be held in the Jefferson Room in the Russell County Government Center at 9:00 AM.

Director