Board Meeting Minutes for December 13, 2016 Page 1

Board Meeting December 13, 2016

The Hamilton County Soil and Water Conservation District Board of Supervisors met December 13, 2016 at 22 Triangle Park Drive, Cincinnati, OH 45246.

Sam McKinley called the meeting to order and asked everyone to say the pledge of allegiance at 2:07 pm.

Sam requested roll call:

<table>
<thead>
<tr>
<th>Chairman</th>
<th>Sam McKinley</th>
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</thead>
<tbody>
<tr>
<td>Vice Chairman</td>
<td>Steve Johns</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Denny Benson</td>
</tr>
<tr>
<td>Secretary</td>
<td>Pam Simmons</td>
</tr>
<tr>
<td>Program</td>
<td>Scott P. Huber</td>
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</tbody>
</table>

Arrived at 2:15 pm

In attendance were the following: District Administrator, Holly Utrata-Halcomb; Administrative Assistant, Susan Juriga; Urban Conservationist, Chuy Alberto; Public Relations Specialist, John Nelson; Education Specialist, Gwen Roth; Education Assistant, Sara Fehring; Stream Specialist, Adam Lehmann; and Supervisor-Elect John Mangan.

Approval of the Agenda:
Scott Huber made the motion to approve the agenda. Pam Simmons seconded the motion.


Review & Approve Consent Agenda: Steve Johns made the motion to approve the consent agenda which included the Approval of the Board Minutes and Request for Leave. Scott Huber seconded the motion. The motion was approved by Steve Johns, Scott Huber, and Pam Simmons.

Request for Leave: The following leave balances were presented to the board members and are available for review by any interested party.

<table>
<thead>
<tr>
<th>Pay Period 23 &amp; 24</th>
<th>October 20, 2016 - November 16, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly Utrata-Halcomb</td>
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<td>Annual Leave</td>
<td>598.22</td>
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<td>Gwen Roth</td>
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Mission Statement: A public organization committed to assisting the citizens of Hamilton County through education, technical assistance and leadership to be stewards of our soil and water resources.
### Pay Period 23 & 24
**October 20, 2016 - November 16, 2016**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Chey Alberto</strong></td>
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**Audience to Visitors:** Supervisor-Elect John Mangan came to observe the meeting.

**Staff Reports:**

**Public Relations** – John Nelson reported on the following:
- December is a winding down month with projects
- The District’s winter newsletter will be going out next week
• Storm Drain Labeling
  o 500 labels have been placed in the City of Montgomery
    • The labels were installed by the City of Montgomery and
    • Through Storm Drain Labeling events with the District by John Nelson and Adam Lehmann
    o Adam Lehmann will be taking over the program
• John is finishing editing the District’s videos
• Training with Holly Utrata-Halcomb on some administrative functions
• Annual Reports
  o Working on District’s annual report
  o Working on the Regional Storm Water Collaborative report
  o Gathering information for the Storm Water District annual report
  o Planning to have these completed the early part of the 2017
• Regional Storm Water Collaborative
  o Registration for the Rain Barrel Project has started
    • Received 20 applicants
    • More applications usually come in the last week of registration
• Green Brand workshop was well received
• Working with area Districts on the Summer Supervisor School’s program
• John will be presenting a Social Media program at the OFSWCD Winter Meeting
• John is now working on another launch for the Take Back Your Home campaign
  • The stats from the website will help benefit District and
  • Other collaborative departments – Department of Health and Environmental services
• John presented the board members with pens recently purchased for promotion items. These pens will only be distributed for special events and special people.

Education – Gwen Roth reported on the following:
• Gwen and Sara are working with the Boy Scouts for one of their merit badge challenges
  o It is a soil and water badge
  o The District has storm drain labeling patch, but it does not meet the Boy Scouts badge criteria
• Caring For Our Watershed program
  o New intern will start the beginning of January
  o Her name is Shelly Breed
    • Seasonal employee
    • Salary of $12.00 per hour
    • Total of 320 hours – 15 – 20 hours per week
    • Work from January to May
    • Will accumulate sick time hours
    • Will be eligible for the retirement program from OPERS
    • She will not be eligible for vacation, Compensatory time, healthcare, dental, vision, EAP and holidays
    • Paid by Caring For Our Watershed funding

Streams – Adam Lehmann reported on the following:
• Watershed prioritization - lots of high quality data from MSDGC
  o General, preliminary thoughts on priorities
    • Lowest levels of attainment (Aquatic Life Use) are in the Mill Creek & portions of the Lower Miami River - hydrologic alteration and sedimentation
    • Flow mitigation should be a priority in the Mill Creek and Lower Miami River
      • Consistent theme of resident consultations - dangerous & distracting flashy flows
      • A prerequisite for successful habitat restoration projects
    • Most pressing problems in Great Miami River are failing septic systems and agriculture related impacts
      • Riparian buffers and geomorphic restoration in the Great Miami River
Potential Future Projects
  o Detention Basin Retrofits
    ▪ Goal - identify a project that will result in measurable benefits in receiving streams
    ▪ Will hopefully involve multiple basins within a subwatershed
  o Southwest Ohio Water Company property - row crops on Great Miami River
    ▪ Riparian buffer
    ▪ Potentially tributary geomorphic restoration
  o In-Lieu Fee Program funds coming to the Lower Great Miami River
    ▪ ~ 9 acres of wetlands
    ▪ Lots of streams credits potentially coming in from rumored Rumpke expansion
      ▪ Will coordinating with Great Parks to identify potential project locations
  o StreamBank database website development - a public education tool
    ▪ Wrapped up the final meeting
    ▪ Lot of effort was put into developing ranking systems for water quality parameters. This information will also aid me in developing report cards
  o Watershed Report Cards
    ▪ MSD has expressed interest in teaming on this project
    ▪ Will formulate a concept and schedule in 2017
  o Sharon Creek-Mill Creek Watershed Plan
    ▪ A good opportunity to influence the types of Projects being implemented in the future -- will limit future 319 funded projects in the watershed
  o Presentations
    ▪ Brain Box - Adam will be speaking at a Public event aimed at education owners and managers of multifamily residential developments on Stormwater management in February
    ▪ MCWCC Lab - will train MCWCC volunteers on habitat assessment for a coordinated habitat assessment event among stream bank member organizers
  o Resident consult
    ▪ Adam will be assisting a home owner in to permit a stream bank stabilization project
      ▪ Small area of slope reduction earthwork
      ▪ Pam Simmons has consulted with the home owner of planting options

Sam McKinley is impressed with the direction Adam is working towards.

Earthworks – Chey Alberto reported on the following:
  o The District is still receiving new plans
  o The Earthwork activity is up 15% from last year for residential and commercial projects
  o Major subdivision preconstruction meeting
    ▪ Park Place in Anderson Township will be connecting to Woods of Forest Hills
    ▪ Upcoming new subdivisions
      ▪ Deer Run Estates
      ▪ Another development coming in early spring of 2017 on the corner of South Road and Bridgetown Road
      ▪ Fort Scott Phase III
      ▪ Vista View Phase II
  o Alex Del Valle has completed his probationary period
  o Chey thanked the board members for hiring Coyle SWPPP to help the District with inspections
    ▪ It allowed the Earthwork staff to help train Sarah Kitsinis and Jim Gleason
    ▪ Sarah is out doing inspections on her own
  o Chey thanked Sam McKinley and Pam Simmons for their time and support for the District
• Landslides
  o Emergency repair
    ▪ Northgate Meadows condominiums
    ▪ Has been approved for Earthwork
  o Vista View
    ▪ Joe Burkhardt inspected last week
    ▪ Joe will provide report
    ▪ Chey will share the outcome at the next board meeting
  o Monte Vista B landslide
    ▪ Town properties still working on plan and financing

Agriculture – John Williams was not present for the meeting.

Administration – Holly Utrata-Halcomb reported on the following:
• Holly has been preparing the evaluations for the District.
• Holly is working with John Nelson on a MOU for the Zoo and a contract with the Aquarium
  o Both items should be available at the next board meeting
• The staff will be meeting with the Kemper Pond’s staff to help determine the layout of the new office
• Help preparing for the Summer Supervisor School for tours of the areas
• Pay increases
  o James Gleason and Sarah Kitsinis will be completing their probationary period by the end of the year
  o It will average out to $450.00 per person
  o Alex Del Valle position has changed
    ▪ His workload has increased
    ▪ Alex is doing more of Chey’s old position work of a Design Tech 2 in plan review
    ▪ Holly will send out the job descriptions for Design Tech 1 and Design Tech 2 to the board members before the next meeting
• Franklin County resolution
  o Holly received the a resolution from Franklin County
  o Will need to vote on this for the OFSWCD Winter meeting on February 26 – 28, 2017
  o Franklin County is asking for other districts to co-sponsor or support the resolution

Denny Benson felt they offer no solutions.

Scott Huber would like to wait until next month and allow the new board members to vote.

Board Reports:
Susan Juriga requested the board members approval of the 2017 budgets for all of the District accounts, OCA 920017, OCA 920027, OCA 920042, and OCA 920058. The revenue for OCA 920017 budget does not include the projected earthwork fees as the fees have not been approved by the Hamilton County Commissioners. Updated budgets for OCA 920017 without fees were presented to the board members.

The board members reviewed the budget for OCA 920017.

Steve Johns made the motion to approve the budget for OCA 920017 without Earthwork fees included as revenue. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

The board members reviewed the budget for OCA 920027.

Steve Johns made the motion to approve the budget for OCA 920027 as presented. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

The board members reviewed the budget for OCA 920042.

Steve Johns made the motion to approve the budget for OCA 920042 as presented. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

Scott Huber commented it bothered him that that the District was just overseeing the funding and the District does not have any control.
The board members reviewed the budget for OCA 920058.

Steve Johns made the motion to approve the budget for OCA 920058 as presented. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

**Treasurer’s Reports and Bills for Payment:** Deny Benson read the Treasurer’s balanced reports on the following for the November 2016 accounts — the Soil and Water account has a balance of $58,364.06 the Storm Water account has a balance of $74,231.93; the Save Local Waters and has a balance of $22,725.65; the District account $35,909.90; and Caring For Our Watersheds has a balance of $65,307.00.

**Bills for Payment:** Denny Benson reported the Bills for Payments for December 2016 are as follows: The Special account processed 26 vouchers processed totaling $13,318.73, the Storm Water account processed 23 vouchers totaling $9,241.27, the Save Local Waters account processed 2 vouchers totaling $17,430.00, the District Account processed 4 checks totaling $291.43, and Caring For Our Watersheds 0 voucher totaling $0.00. The 1-year CD at Guardian Savings total - $14,458.51, the other 1-year CD at Guardian Savings total - $5,634.35 the bulk mail account total $714.48 and the change fund total - $25.00. The vacation, sick and comp time total as of November 16, 2016 is $66,283.50.

Steve Johns made a motion to approve the Treasurer’s Reports for November and the Bills for Payment for December 2016 for the Special accounts and the District account. The motion was seconded by Scott Huber. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

**Old Business**

**Inventory Disposal and Sign Inventory sheet:** Susan Juriga reported the District posted the broken electronic inventory items on the Hamilton County’s Auction website as per the board members’ approval. The items were posted twice. Both times no bids were placed on these items. The District will discard these items through a recycle company called Cohen. She gave Denny Benson the paperwork to sign for disposing of the items.

Susan presented another disposal form for banner that was broken and unfortunately discarded at an event.

Steve Johns made the motion to approve the discarding of the banner. Pam Simmons seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

Denny Benson signed both disposal forms.

**Items disposed of are as follows:**

- **Nikon Coolpix**
  - serial number 36256566 14338
- **Nikon Charger**
  - serial number TCJ600LA210521 14337
- **Sony DSCW710**
  - serial number 0230393 14576
- **Nikon battery charger**
  - no tag
- **HP Power Cord**
  - CTWBGTN08ARB1SY09 14364
- **HP Docking Station**
  - serial number cnu24422X1 14483
- **View Sonic Monitor**
  - QD0064500882 14182
- **Banner for events**
  - 14596

**APW signed:** Holly Utrata-Halcomb presented and corrected copy of the Annual Plan of Work to the board members and for the Chairman, Sam McKinley to sign. Sam McKinley signed the paperwork.
New Business

Board Members new positions: Holly Utrata-Halcomb asked the board members to select their 2017 supervisory positions and the remaining supervisory positions and committee positions will be determined at the next meeting. The positions selected were:

- Chairman: Steve Johns
- Vice Chairman: Denny Benson
- Treasurer: Scott Huber
- Secretary: Will be determined
- Program: Will be determined

Guardian Savings certificate of deposit renewal: Susan Juriga presented to the board members a list of financial institutions’ rates for certificate of deposits and savings accounts. Guardian Savings original rate was .65% APY, but they were able to raise it to 1.00% APY.

<table>
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<tr>
<th>Certificate Rates</th>
<th>Savings Rates</th>
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<td><strong>PNC Bank</strong></td>
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<tr>
<td>12 month</td>
<td>0.20% APY</td>
</tr>
<tr>
<td>8 months</td>
<td>0.20% APY</td>
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<tr>
<td>6 month</td>
<td>0.10% APY</td>
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<tr>
<td><strong>Huntington Bank</strong></td>
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<tr>
<td>12 month</td>
<td>0.10% APY</td>
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<tr>
<td>7 month</td>
<td>0.15% APY</td>
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<tr>
<td><strong>Fifth Third Bank</strong></td>
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<tr>
<td>12 month</td>
<td>0.05% APY</td>
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<td>6 month</td>
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<tr>
<td><strong>Guardian Checking (most people use as a Savings)</strong></td>
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<td>12 month</td>
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<td>6 month</td>
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<tr>
<td></td>
<td>Must keep $5,000.00 in the account</td>
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<td></td>
<td>Do not need to write any checks</td>
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Steve Johns made the motion to approve the renewal of the certificate of deposit with Guardian Savings Bank. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

Consulting Services, Inc. Contract: Holly Utrata-Halcomb presented to the board members the 2017 contract with the District’s geotechnical firm, Consulting Services, Inc. Holly reported the firm wanted to raise their rate to $115.00 per hour, but Holly stated it was too much. Their new rate is $110.00 per hour and not to exceed $30,000.00 for the year.

Denny Benson inquired if bids were requested and could not justify a 10% increase. Denny called the consulting firm and stated the hours worked for November were 6.75 hours.

Holly Utrata-Halcomb stated no bids were required for this year.

Susan Juriga shared with the board members the Consulting Services, Inc.’s purchase order tracking sheet. The District’s was paying an average of $1,000.00 per month until September. The District spent over $1,800.00 for October and $1,400.00 for September.

Scott Huber made the motion to approve the Consulting Services, Inc. 2017 contract for $110.00 per hour not to exceed $30,000.00 for the year with an anticipated expenditure of $17,000.00. Denny Benson seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

Purchase orders for 2017: Susan Juriga reported the following 2017 purchases orders were presented on the December 13, 2016 agenda. Approving the purchase orders now, will allow the purchases orders to be created once the Auditor’s office opens the accounting system in 2017 and not cause any Then and Now’s to be processed.
The purchase orders are as follows:
- 2017 Rent – DN Property Investment - $7,142.36 for OCA920007 and $7,142.36 for OCA920027
- 2017 Kemper Pond Office Park security deposit - OCA920017 $2,282.50 and OCA920027 $2,282.50
- 2017 Rent Kemper Pond Office Park – OCA920017 $11,412.50 and OCA920027 $11,412.50
- 2017 Copier/Printer services – Millennium Business $2,000.00 for OCA920017 and $2,000 for OCA920027
- 2017 Computer Consultant – Jim G. Wasinger $3,000.00 for OCA920017 and $3,000.00 for OCA920027
- 2017 CAGIS/Permits Plus - $3,610.00 for OCA920017 and $3,610.00 for OCA920027
- 2017 CSI, Inc. – $13,000.00 for OCA920017 and $4,250.00 for OCA920027

Scott Huber made the motion to approve the 2017 purchase orders as presented. Pam Simmons seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

**Compensatory Time policy:** Holly Utrata-Halcomb presented a revised Compensatory time policy. She stated the current policy allows employees to earn compensatory time and then are able to take vacation within the same pay week of earning compensatory time. She feels the individual must flex their time instead of taking a vacation day while earning compensatory time. An individual could earn compensatory time and still take sick time. It cannot be helped if an individual becomes ill.

She would also like to lower the compensatory time allowed to be earned from 40 hours to 24 hours. An individual worked 100 hours of for one pay period. Then they take sick time from working too much. Holly reported staff knows when they will be working over. They should flex their time and not over schedule.

Scott Huber asked how a person could earn over 40 hours of comp time if the policy only allows 40 hours.

Holly Utrata-Halcomb reported she would allow it, but staff is supposed to ask their supervisor for permission to earn compensatory time.

Denny inquired if all county departments are allowed to earn compensatory time.

Holly Utrata-Halcomb stated exempt employees are not allowed to earn overtime or compensatory time. It is up to the department to allow overtime or compensatory time. The District also follows the ODNR rules.

Sam McKinley reported the new rules for exempt employees as a manager earning over $46,000.00 plus are considered exempt.

Steve Johns commented the Earthwork staff earned overtime pay instead of earning compensatory time.

Sam McKinley commented any staff could earn compensatory time, but would prefer they not have compensatory time offered.

Holly Utrata-Halcomb stated Cuyahoga Soil and Water does not have any compensatory time. She will help staff plan better. Staff should look at their schedules and plan accordingly.

The board members reviewed the new policy as follows:

**SECTION 3.2: COMPENSATORY TIME**

A. No overtime pay is available for any hours worked over 40 hours/week. However, with Supervisor or District Administrator’s authorization, employees may be eligible for Comp. Time. When employees are aware ahead of time that they will be required to work extra hours, outside of their normal 8-hour day, they should adjust their schedules (Flex their work hours) to avoid accruing time over 40 hours per week. When this is unavoidable, employees must notify their supervisor and receive permission to accrue (1-1/2) hours off for each hour of overtime worked. Employees may not accrue and earn Comp. Time during the same pay week that they take Comp Time. Employees must use (Flex) overtime hours worked within a pay week before being eligible to use vacation time.

Compensatory time

1. May accrue to a maximum of 24 hours
2. Must be used within one hundred eighty (180) days of the pay period in which it was earned, and
3. Shall be used at a time which is mutually agreeable to the Supervisor and the employee. If the compensatory time is not used within the 180-day time limit, permission must be granted by the employee’s supervisor to carry the
hours over for a specified period of time. Payment of compensatory time upon separation shall be based on the employee’s current hourly rate.

B. During any given workweek, an employee’s supervisor may alter the work schedule, hour for hour, to avoid the employee’s working in excess of the 40 hours.

Steve Johns made the motion to approve the Compensatory time policy as written. Pam Simmons seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

OFSWCD Officer vote for Area IV: Holly Utrata-Halcomb presented to the board members the 2017 Area IV Southwest Ohio Director’s slate.

The board members voted and returned the ballots in a sealed envelope to Holly. Holly will mail the sealed ballots.

Home Depot: Susan Juriga reported the District’s Home Depot account was hacked. A bill was received for $1,905.30. Holly Utrata-Halcomb called Home Depot’s customer service department to dispute the charge. The items were purchased in California. The purchase was for flooring. The purchase was done on-line. What a person needed was just the District’s phone number to access the account. The transactions are being disputed. It will take some time to resolve. Once it is resolved, Holly has requested the credit amount be lowered to $200.00.

Correspondence: Holly Utrata-Halcomb presented evaluations from a soil program she presented at Bethesda Oak Green Committee.

Holly Utrata-Halcomb presented Sam McKinley with a certificate of service from the Ohio Department of Agriculture to Sam McKinley for his years of service with the District. Liz Cline, Area IV Program Specialist will have a certificate from the Ohio Department of Agriculture sent to Pam Simmons.

Holly presented awards from the District to Sam McKinley and Pam Simmons for their service and dedication to the District.

Sam McKinley stated he enjoyed his time with the District and felt privileged to work with the staff and an excellent organization.

Pam Simmons thanked the District for the opportunity to serve.

Adjournment: Scott Huber made the motion to adjourn the board meeting at 3:55 pm. Steve Johns seconded the motion. The motion was approved by Denny Benson, Steve Johns, Pam Simmons and Scott Huber.

Upcoming and Past Events
December 26 Christmas Holiday – Office closed   December 2 New Year Holiday – Office closed

The next board meeting is January 10, 2017 at 2:00 pm at the Hamilton County Soil and Water Conservation District, 22 Triangle Park Drive, Cincinnati, OH 45246.

Respectfully submitted,

[Signatures]

Sam McKinley, Chairman
Pam Simmons, Secretary
Susan Juriga, Administrative Assistant