

Hamilton County Soil & Water Conservation District

Special Meeting
December 7, 2016

The Hamilton County Soil and Water Conservation District Board of Supervisors met December 7, 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 12:10 pm.

Sam requested roll call:

Chairman	Sam McKinley	
Vice Chairman	Steve Johns	
Treasurer	Denny Benson	Arrived 12:25 pm
Secretary	Pam Simmons	
Program	Scott P. Huber	

In attendance were the following: District Administrator, Holly Utrata-Halcomb; Administrative Assistant, Susan Juriga; Supervisor-Elect Kaniz Siddiqui and Supervisor-Elect John Mangan.

Approval of the Agenda:

Steve Johns made the motion to approve the agenda. Scott Huber seconded the motion.

Old Business: 1) OFSWCD Dues payment, **New Business:** 1) Executive Session – Performance reviews. **The motion was approved by Steve Johns, Scott Huber, and Pam Simmons.**

Audience to Visitors: Sam McKinley welcomed Supervisor-Elect Kaniz Siddiqui and Supervisor-Elect John Mangan. He reported they will be asked to stay during the executive session to observe the performance reviews. Holly Utrata-Halcomb will be asked to attend the executive session.

Board Reports: There were not any board reports.

Old Business

OFSWCD Dues: Holly Utrata-Halcomb requested the board members approval to pay the OFSWCD invoice in the amount of \$2,832.00.

Sam McKinley stated it was discovered the incorrect column was selected for the computation of the OFSWCD dues. The District will only be responsible for the \$2,832.00 for this year. In the following years, the OFSWCD will be calculated correctly.

Pam McKinley made the motion to approve the payment of the OFSWCD dues in the amount of \$2,832.00. Steve Johns seconded the motion. The motion was approved by Steve Johns, Scott Huber, and Pam Simmons.

New Business

Executive Session: Scott Huber made the motion to enter in executive session to discuss performance reviews and invited Supervisor-Elect Kaniz Siddiqui, Supervisor-Elect John Mangan and District Administrator, Holly Utrata-Halcomb to stay for the performance reviews. Pam Simmons seconded the motion. **Roll call vote:** Sam McKinley, Yea; Steve Johns, Yea; Scott Huber, Yea; and Pam Simmons, Yea. Susan Juriga left the room and the board members entered in executive session at 12:15 pm.

www.hcswcd.org | (513) 772-7645 | www.hcswcd.org
Susan Juriga entered the room and the board meeting 3:30 pm.

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.
Roll call vote: Sam McKinley, Yea; Steve Johns, Yea; Scott Huber, Yea; Pam Simmons, Yea; and Denny Benson, Yea.

Chey Alberto brought to the attention of the board members that a letter was included with the Glendower Lot 116 building permit application to the building department stating a geotech was required on site when the land was being prepared. The letter was addressed to the builder from their geotech firm, Consulting Services, Inc. (CSI). The geotech, CSI, is also the District's geotech consultant. The letter prompted Chey to seek an opinion from the District's backup geotech, Mohammad Islam from the Hamilton County Planning and Development. Mohammad Islam, the backup geotech, was out the United States and could not be reached to determine if a geotech was required. Due to the CSI letter with Glendower Lot 116 plans, decision was made to send a letter stating a geotech was required for the site.

Some of the board members misunderstood the flow of the letters and thought our letter was sent first to the builder.

Scott wanted to confirm if CSI was working for us and not collecting twice.

Holly Utrata-Halcomb confirmed the letter sent by the District was after CSI sent their letter to the builder. When the letter from CSI was included in the Glendower plans it alerted the District. The District's backup geotech was not available to confirm if a geotech services were needed so a letter was sent from the District. Since the original letter was initiated by CSI to the builder, it is not a District concern.

Denny Benson felt Chey should have called the developer first and he should apologize.

Chey Alberto confirmed he did call the builder and apologize for the misunderstanding.

Holly reported the purpose of requiring a geotech for the development is take the liability off of the County. The District cannot second guess the geotech if they feel it is necessary for the build to have them on site that is between the developer and the builder to settle.

Holly Utrata-Halcomb presented the board members with pay histories for some of the District's staff members confirming the District did not receive raises from 2008 to 2012.

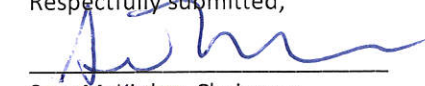
Adjournment: Pam Simmons made the motion to adjourn the board meeting at 3:55 pm. Denny Benson seconded the motion. The motion was approved by Steve Johns, Scott Huber, Pam Simmons and Denny Benson.


Upcoming and Past Events

Dec 7 – Special Meeting – 22 Triangle Park Drive – Performance reviews – 12:00 pm
Dec 13 – Board Meeting – 22 Triangle Park Drive – 2 pm
Dec 25 & 26 Christmas Holiday – Office closed
Jan 1 and 2 New year Holiday – Office closed


The next board meeting is December 13, 2016 at 2:00 pm at the Hamilton County Soil and Water Conservation District, 22 Triangle Park Drive, Cincinnati, OH 45246.

Respectfully submitted,



Sam McKinley, Chairman
Steve Johns


Susan Juriga, Administrative Assistant



Pam Simmons, Secretary *TRASUPER*