

**Board Meeting Minutes**

**August 19, 2025**

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The Hamilton County Conservation District Board of Supervisors met on August 19, 2025, at the District Training Center at 2710 E. Kemper Road, Sharonville, OH 45241.

Laura Boyd called the meeting to order and invited everyone to say the Pledge of Allegiance at 4:00 pm.

Laura Boyd requested a roll call.

<b>Chairperson</b>	Laura Boyd
<b>Vice-Chairperson</b>	Steven R. Korte
<b>Treasurer</b>	Lisa Soper
<b>Secretary</b>	Kenneth Petren
<b>Program Chairperson</b>	Jane Wittke (absent)

**The following individuals were in attendance:** Sara Fehring, Executive Director; Melinda Hartley, Business Service Officer; Marcelo Alberto, Urban Conservationist; Keith Robinson, Marketing & Outreach Coordinator; John Williams, NRCS District Conservationist; Sarah Moore, NRCS Soil Conservation Technician; Kymisha Montgomery, Associate Board Member; and Alison Manning, Area IV ODA Program Specialist.

**Approval:** Steven R. Korte moved that the board approve the agenda. Lisa Soper seconded the motion. A roll call vote approved the motion: Laura Boyd, yes; Steven R. Korte, yes; Lisa Soper, yes; Kenneth Petren, yes; and Jane Wittke (absent).

**Audience to Visitors:** All Hamilton County Conservation District Board meetings are open to the public. The district policy is that anyone wishing to speak during an open board meeting must sign up ten (10) minutes before the start of the meeting. The Board may limit visitor comments to five (5) minutes per speaker and/or topic to ensure adequate time to conduct all business on the agenda.

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

2025 Vacation, Sick, and Comp Time Report															
Pay Periods 14. 15						06/19/2025 to 07/16/2025									
Name	Vacation Time					Sick Time					Comp Time				
	Begin	Earned	Used	Paid Out	End	Begin	Earned	Used	Paid Out	End	Begin	Earned	Used	Paid Out	End
Aaron Habig	442.96	12.40	0.00	0.00	455.36	690.96	9.20	0.00	0.00	700.16	5.38	0.00	0.00	0.00	5.38
Chey Alberto	597.14	15.40	15.00	0.00	597.55	786.68	9.20	3.00	0.00	792.88	14.00	0.00	1.00	0.00	13.00
Christopher Hall	72.71	15.40	26.00	0.00	62.12	94.33	9.20	0.00	0.00	103.53	6.00	0.00	6.00	0.00	0.00
Gwen Roth	295.26	15.40	0.00	0.00	310.67	1051.81	9.26	2.25	0.00	1058.82	12.38	1.50	10.50	0.00	3.38
Haley Weisbrodt	54.94	6.20	9.00	0.00	52.15	161.97	9.20	10.00	0.00	161.17	7.63	0.00	7.00	0.00	0.63
James Gleason	294.58	9.20	11.00	0.00	292.78	129.35	9.20	9.00	0.00	129.55	0.00	0.00	0.00	0.00	0.00
Keith Richardson	13.10	13.66	8.00	0.00	18.77	752.09	8.17	0.00	0.00	760.25	0.00	0.00	0.00	0.00	0.00
Melinda Hartley	92.47	6.20	0.00	0.00	98.68	108.02	9.43	7.00	0.00	110.45	34.00	6.00	0.00	0.00	40.00
Nicole Gundermar	101.40	12.40	0.00	0.00	113.80	54.71	9.60	6.50	0.00	57.81	41.00	10.50	0.00	0.00	51.50
Sara Fehring	423.54	12.40	0.00	0.00	435.94	406.56	9.20	6.00	0.00	409.76	22.00	0.00	7.00	0.00	15.00
Sarah Meadows	69.42	4.96	0.00	0.00	74.38	114.43	7.82	20.00	0.00	102.25	2.75	0.00	0.00	0.00	2.75
Teresa Burnett	20.28	6.20	0.00	0.00	26.49	105.90	9.34	14.00	0.00	101.24	8.50	3.75	0.00	0.00	12.25

Review and approve the Consent Agenda, which includes the July 2025 Board Minutes and the Request for Leave Report. Steven R. Korte moved that the board approve the Consent Agenda. Laura Boyd seconded the motion. A roll call vote approved the motion: Laura Boyd, yes; Steven R. Korte, yes; Lisa Soper, yes; Kenneth Petren, yes; and Jane Wittke (absent).

**Agency Reports**

**Report from the Ohio Department of Agriculture (ODA)**

Alison Manning reported the following:

- o State Match
  - The OSWCC (Ohio Soil and Water Conservation Commission) met on July 28, 2025, at Summer Supervisor School. The OSWCC approved the distribution of state match

funding for SFY 26 (State Fiscal Year 2026). The overall state match rate for this fiscal year is around 80%.

- Summer Supervisor School (SSS)
  - A big thank you to Area 2 SWCD staff and supervisors for hosting a fantastic SSS this year! The tours were excellent, the location was perfect, and the event was well organized. We appreciate all the preparation and behind-the-scenes work by Area 2 SWCDs that contributed to the success of SSS.
  - All feedback is welcome from anyone who attended SSS.
- Board Works
  - Following the successful launch of the Board Works training series this year, we are seeking input from supervisors as we plan to continue the series in 2026.
  - The next Board Works meeting will be on August 28, 2025, at 2:00 pm.
  - The topic will cover Personnel and Human Resources.
- September 4, 2025 -Save the Date
  - ODA will host a Human Resources (HR) evening meeting for District Administrators and Board Members.
  - ODA is working to confirm the final details with Work Spring.
  - Dinner will be provided, tentatively scheduled from 4:30 pm to 8:00 pm.
- Farm Science Review 2025
  - Farm Science Review 2025 will be held on September 16-18, 2025, in London, Ohio.
  - Additional information can be found at <https://fsr.osu.edu/home>.
- Ohio Educator Workshop
  - The SWCD Educator's workshop will be October 22 – 23, 2025, at Mohican State Park Lodge and Conference Center.
- 2026 Annual Partnership
  - The 2026 Annual Partnership Meeting will be held February 9–11, 2026.
  - It will take place at the Hilton Columbus Downtown Hotel.
- 2026 Summer Supervisor School (SSS)
  - The 2026 Summer Supervisor School is scheduled for July 26-28, 2026.
  - It will be held at Cherry Valley Lodge in Newark, Ohio.

**Jane Wittke arrived at 4:04 pm.**

## **Natural Resources Conservation Service (NRCS) Staff**

John Williams reported the following:

- Jordan McMahon
  - Jordan's last day with NRCS was August 15, 2025.
  - Jordan is now attending graduate school at the University of Kentucky, studying agricultural economics.
- Sarah Moore
  - Sarah Moore is a Soil Conservation Technician.
  - Located in Butler, serving Hamilton, Warren, and Greene Counties.

## **Activity Reports**

### **Earthwork**

Marcelo (Chey) Alberto reported the following:

- Earthwork Fees
  - \$126,608.13 has been collected in Earthwork fees as of July 31, 2025.
- CESSWI Certification
  - Aaron Habig and Haley Weisbrodt passed the CESSWI (Certified Erosion, Sediment, & Storm Water Inspector) certification exam and are now certified.
  - This aligns with the proposed modifications to the OEPA MS4 Permit.
- Water Quality Workshop
  - The Water Quality Workshop was completed on May 21, 2025.
  - Chey Alberto worked with the Urban TDP (Technician Development Program) planning group on two scheduled training courses.
  - The Urban Tour of the OSU BMP (Best Management Practice) testing facility is scheduled for August 20, 2025.
  - The Wetlands Essentials for Urban Technicians Training will take place September 3–4, 2025, and September 17–18, 2025.
- OEPA Interns
  - Aaron Habig provided training to OEPA (Ohio Environmental Protection Agency) interns and the new Urban Technician from Clermont County.
- MS4 Permit
  - MS4 permit is set to expire. CDM Smith has reviewed the changes and provided comments on behalf of the Storm Water District.

- WAWA Colerain Timelines and Updates

- The building permit application included an approved Colerain zoning permit. The work also required an Earthwork Permit.
- The geotechnical review part of the Earthwork Permit was approved on August 2, 2024.
- The review of the Stormwater Pollution Prevention Plan (SWPPP) was approved on July 19, 2024.
- A pre-construction meeting was held on October 30, 2024, after which the Hamilton County Conservation District (HCCD) verbally approved proceeding with the earthwork.
- The revised plan with the mound was received on November 7, 2024.
- The approval letter sent on November 8, 2024, was based on the October 30, 2024, pre-construction meeting, which was held according to the July 19, 2024, SWPPP and August 2, 2024, Geotechnical review approvals.
- HCCD asked the engineer/contractor to submit documentation of Colerain Township Zoning Approval related to the mound.
- The engineer/ contractor responded to this request with an email they received from Colerain Township stating that the mound is the responsibility of HCCD.
- HCCD informed a Colerain Township Trustee that HCCD jurisdiction is confined to the SWPPP and Geotechnical requirements of the Earthwork Regulations.
- WCPO Article – Sara Fehring and Chey Alberto have been working with Hamilton County Assistant Prosecutor, Jonathan Daughtery, and Colerain Township.
- Proposed plan to instruct Wawa to obtain mound approval from Colerain Township, including the stabilization requirements and geotechnical summary letter, before HCCD grants final approval for the Earthwork and Building Permit necessary for the certificate of final occupancy.

## **Marketing & Outreach**

Keith Robinson reported the following:

- SaveLocalWaters Media Campaign

- Keith Robinson was live on Fox19 for an interview on July 22, 2025.
- Keith helped coordinate other interviews. One interview took place on July 29, 2025, and another is scheduled for August 21, 2025.

- Hamilton County Conservation District Website
  - Keith updated the District website's home page to enhance its visual appeal.
- Public Events
  - Keith designed multiple graphics and flyers for social media posts and the website for the 2025 Tree Sale.
  - Keith took several great photos at the Long-Range Plan partner event.
  - Keith has created postcards and flyers for the Annual Meeting.
- Social Media
  - Keith has been posting more often on LinkedIn to reach a different audience.
  - Keith has been working on creating more videos and reels for Instagram and Facebook.
    - Some of the included videos are Canoeing at Mill Creek, Teresa Burnett's Education Programs, the 2025 Tree Sale, the Long-Range Plan Meeting Promo, and the Rain Barrel Art Project wrap-up.
  - Instagram followers grew by 9% since May 2025.
  - LinkedIn followers grew by 8% since May 2025.
  - Facebook followers grew by 3%. Since May 2025.

### **Administration:**

Sara Fehring reported the following:

- Long-Range Plan
  - Staff did an excellent job planning and executing the Long-Range Planning session held on August 15, 2025.
  - Sara Fehring would like to specifically thank Gwen Roth for stepping up and ensuring all the boxes were checked for this event.
  - Sara received an email from Molly Conley saying that she was impressed with how smooth the meeting ran.
- Ohio Wood Connection
  - The Ohio Wood Connection Detention Basin construction is finished.
  - We have already received the funds from Fish and Wildlife and are anticipating an invoice from the contractor.
- 2026 Interns
  - Internal planning has begun for the potential of hosting three interns in 2026.

- Job descriptions will be submitted at the September Board Meeting for approval.
- Agricultural Pollution Abatement Program (APAP)
  - Sara Fehring, Nicole Gunderman, and Aaron Habig are working on an APAP complaint at 10129 Mill Road, Cincinnati, OH 45231 (Springfield Township).
  - The Dog Warden received the complaint on August 12, 2025.
  - Sara Fehring, Nicole Gunderman, and Aaron Habig visited the site on August 14, 2025.

## **Board Reports**

### **Urban Networking Committee:**

No report given.

### **Budget Committee:**

No report given.

### **Annual Meeting Committee**

No report given.

### **Long-Range Plan Committee**

Steven R. Korte provided a summary of the event. Overall, it was a well-attended and well-organized meeting.

### **Nominating Committee**

Kenneth Petren reported the following:

- We have five excellent candidates competing for the two available positions:
  1. Lauren Wulker
  2. Lisa Soper
  3. Elizabeth Himburg
  4. Amanda Nurre
  5. Caroline Cain

### **Other Reports**

No report given.

## Treasurer's Reports

Lisa Soper reported on the Treasurer's Reports as follows:

<b>JULY 2025 TREASURER'S REPORTS</b>	
<b>Treasurer's Report</b>	<b>Cash Balance</b>
PNC Checking Account	\$ 26,882.74
Money Market Account	\$ 10,613.61
Star Ohio Account	\$ 30,268.02
920017 Soil & Water	\$ 377,623.41
920027 Storm Water	\$ 170,549.69
920042 - Save Local Waters	\$ 84,636.35
920058 - Caring For Our Watersheds	\$ 22,132.09
922413 - AmeriCorps Grant	\$ 51,481.33
922415 - Section 319 Grant	\$ -
922417 - OWDA Grant	\$ -
922205 - Cooper Creek 2 Grant	\$ -
922401 - Relocation Project	\$ 169,572.00
<b>As of 07/31/2025</b>	

<b>July 2025 Financial Obligation</b>	
<b>Financial Obligation = Vacation/Sick/Comp</b>	<b>\$ 95,218.04</b>

## **New Business**

### *1. 2023 – 2024 Audit Update*

Melinda Hartley gave the board an update on the 2023 – 2024 Audit.

**Laura Boyd left the meeting at 5:01 pm.**

### *2. Approve the Diversity, Equity, Inclusion, and Belonging (DEIB) Policy.*

**Kenneth Petren moved that the board approve the Diversity, Equity, Inclusion, and Belonging (DEIB) Policy contingent upon prosecutor approval. Lisa Soper seconded the motion. A roll call vote approved the motion: Laura Boyd, (absent); Steven R. Korte, abstained; Lisa Soper, yes; Kenneth Petren, yes; and Jane Wittke, yes.**

### *3. Approve the transfer of \$20,000.00 in Caring For Our Watersheds Honorarium from OCA 920058 to the PNC Bank Account.*

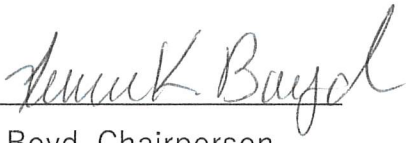
**Lisa Soper moved that the board approve the transfer of \$20,000.00 in Caring For Our Watersheds Honorarium from OCA 920058 to the PNC Bank Account. Jane Wittke seconded the motion. The motion was approved: Laura Boyd, absent; Steven R. Korte, aye; Lisa Soper, aye; Kenneth Petren, aye; and Jane Wittke, aye.**

### *4. Approve the transfer of \$12,000.00 from the PNC Bank account to 922401 for relocation.*

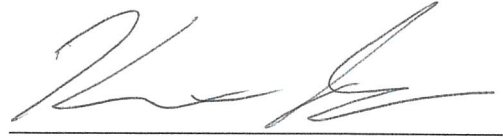
**Lisa Soper moved that the board approve the transfer of \$12,000.00 from the PNC Bank account to 922401 for relocation. Kenneth Petren seconded the motion. The motion was approved: Laura Boyd, (absent); Steven R. Korte, aye; Lisa Soper, aye; Kenneth Petren, aye; and Jane Wittke, aye.**

**Adjournment: Lisa Soper moved that the board members adjourn the board meeting at 5:07 pm. Jane Wittke seconded the motion. A roll call vote approved the motion: Laura Boyd, absent; Steven R. Korte, yes; Lisa Soper, yes; Kenneth Petren, yes; and Jane Wittke, yes.**

Respectfully submitted,



Laura Boyd, Chairperson



Kenneth Petren, Secretary



Melinda Hartley, Business Service Officer