



## Board Meeting Minutes August 20, 2024

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The Hamilton County Conservation District Board of Supervisors met on August 20, 2024, at the District office located at 1325 E. Kemper Rd., Ste. 115, Cincinnati, OH 45246.

Jane Wittke called the meeting to order and invited everyone to say the Pledge of Allegiance at 3:32 pm.

Jane Wittke requested a roll call.

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

**The following were in attendance:** Sara Fehring, Executive Director; Melinda Hartley, Business Service Officer; Chey Alberto, Urban Conservationist; Chris Hall, Stream Specialist; Gwen Roth, Education & AmeriCorps Program Manager; Nicole Gunderman, Agricultural Specialist; John Williams, NRCS Conservationist; and Kara Schirmer, Associate Board Member.

**Laura Boyd arrived at 3:35 pm.**

**Agenda Changes/Approval:** Lisa Soper moved that the board approve the amended agenda. Steven R. Korte seconded the motion. The motion was approved by a roll call vote: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, yes.

**Audience to Visitors:** All Hamilton County Conservation District Board meetings are open to the public. It is the policy of the District that anyone wishing to speak during the open board meeting must sign up ten minutes before the start of the meeting. The Board may limit visitor comments to five 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.

Pay Periods 14, 15						6/20/2024 - 7/17/2024					
Name	Begin	Earned	Used	Paid Out	End	Name	Begin	Earned	Used	Paid Out	End
<i>Aaron Habig</i>						<i>Jim Gleason</i>					
Vacation	328.76	12.40	0.00	0.00	341.16	Vacation	336.98	9.20	12.50	0.00	333.68
Sick Time	618.49	9.33	0.00	0.00	627.82	Sick Time	154.25	9.20	3.50	0.00	159.95
Comp Time	45.88	3.38	8.00	0.00	41.25	Comp Time	19.25	0.00	0.00	0.00	19.25
<i>Chey Alberto</i>						<i>Melinda Hartley</i>					
Vacation	568.61	15.40	0.00	0.00	584.01	Vacation	108.27	6.20	33.00	0.00	81.48
Sick Time	711.32	9.24	2.00	0.00	718.56	Sick Time	118.86	9.93	0.00	0.00	128.79
Comp Time	21.00	1.13	4.50	0.00	17.63	Comp Time	66.75	19.13	23.00	0.00	62.88
<i>Christopher Hall</i>						<i>Rachel Cranmer</i>					
Vacation	33.78	15.40	31.50	0.00	17.68	Vacation	7.46	6.20	0.00	0.00	13.67
Sick Time	35.56	9.20	0.00	0.00	44.76	Sick Time	23.01	9.29	6.00	0.00	26.29
Comp Time	24.75	0.00	12.00	0.00	12.75	Comp Time	2.50	2.25	4.25	0.00	0.50
<i>Emily Hoskins</i>						<i>Sara Fehring</i>					
Vacation	8.64	2.25	4.00	0.00	6.89	Vacation	340.44	12.30	0.00	0.00	352.74
Sick Time	30.27	3.34	7.00	0.00	26.60	Sick Time	349.83	9.29	17.00	0.00	342.12
Comp Time	0.00	0.00	0.00	0.00	0.00	Comp Time	37.13	2.25	12.25	0.00	27.13
<i>Gwen Roth</i>						<i>Sarah Meadows</i>					
Vacation	343.24	15.40	0.00	0.00	358.64	Vacation	86.26	6.17	0.00	0.00	92.43
Sick Time	933.68	9.20	0.00	0.00	942.88	Sick Time	102.77	9.69	12.00	0.00	100.46
Comp Time	84.13	0.00	16.50	0.00	67.63	Comp Time	22.50	12.75	8.00	0.00	27.25
<i>Haley Golsch</i>						<i>Teresa Slonaker</i>					
Vacation	60.25	6.20	8.00	0.00	58.46	Vacation	15.78	6.20	0.00	0.00	21.99
Sick Time	169.53	9.40	9.00	0.00	169.93	Sick Time	46.82	9.20	3.00	0.00	53.02
Comp Time	0.62	5.25	0.00	0.00	5.87	Comp Time	9.25	0.00	9.00	0.00	0.25

Review and approve the Consent Agenda, including the July Minutes and Request for Leave Report. Steven R. Korte moved that the board approve the Consent Agenda. Kenneth Petren seconded the motion. The motion was approved by a roll call vote: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, abstained; and Kenneth Petren, yes.

Report from the Ohio Department of Agriculture (ODA)

No Report

## Report from the Natural Resources Conservation Services (NRCS)

John Williams reported the following:

- Audit
  - John Williams completed his audit with only a few minor findings.
- High Tunnel Permit Guidelines
  - The City of Cincinnati Zoning Department has created a draft brochure with Michaela's assistance. The brochure will be available to those applying for a High Tunnel permit.
  - The brochure will be coming out in the next few months.
- New Employees
  - John Williams expects two new employees: Jordan McMan and Adam Slappy. Both will be joining John Williams in the upcoming months for training.
- Turpin Farms
  - John Williams worked with Turpin Farms on an EQIP (Environmental Quality Incentives Program) Irrigation Plan.  
Turpin Farms has decided not to pursue moving forward with the EQIP application.

## Activity Reports

### Streams

Chris Hall reported the following:

- 319 Grant Schedule and Budget
  - 319 Detention Basin (DB) Retrofits \$211,750
    - Deer Park High School two athletic field retrofits
      - ❖ 2024 - Covenant, Survey, Construction, and completion
        - a. Survey work pending board approval.
    - Allegion Steelcraft Retrofit
      - ❖ 2024 - Covenant, Survey, and Design
        - a. Survey work pending board approval
      - ❖ 2025 - Construction and Completion
        - a. Working on the scope of work for quotes
  - Ohio River Basin Fish Habitat Partnership (ORBFHP) Detention Basin Retrofit  
\$82,422.00 - \$32,924.68 = \$49,497.32
    - Ohio Wood Connection Retrofit

- ❖ 2024 - Construction and Completion
  - a. Working on the scope of work for quotes
- Ohio Water Development Authority (OWDA) Underlying Sanitary Infrastructures (USI) \$42,854 awarded none spent
  - 2024 – GIS site selection, field, and site access confirmation
    - ❖ Working with Lindsay on tactical next steps
      - a. Are we confident we understand the method USEPA developed?
      - b. Do we have the tools (GIS Software) and skills?
- Partner Group Collaboration
  - Technical advisory panels for USI Grant and Cooper Creek
    - Making connections
  - Field technician support - pending
- Demonstration Watershed StoryMap
  - Bring all the Cooper Creek Collaborative (CCC) data, methods, accomplishments, and history together to tell the story so that most people can understand what, why, and the outcome. Do it so that technical people can look back in the future, find the technical narrative legitimate, and then be able to use the previous work in new research.
- Five-year plan

## **Agriculture**

Nicole Gunderman introduced herself to the board.

## **Administrative Report**

Sara Fehring reported the following:

- Assistant Prosecutors
  - Jon Halvonik and Jon Daugherty have been assigned to assist the Conservation District
  - Sara Fehring and Chey Alberto met with them on August 12, 2024
- Officials Tour
  - The second invite email went out on August 12, 2024
  - There are currently 27 registrants
- OKI Tour
  - There are currently 33 registrants

- Sara Fehring will contact David Rauter to send a reminder email.
- Fraud Reporting and Training
  - The Auditor of the State issued updated fraud reporting requirements. All county employees and elected officials are required to complete fraud reporting training
  - Completed certificates are due to Melinda Hartley by the end of the day on August 20, 2024
- Stormwater District Budget/Billing
  - Sara Fehring, Gwen Roth, and Chey Alberto are working with Lisa Doerger and Amanda Bonomini to create a more consistent budget
- Tree Sale
  - The Native Tree and Shrub sale closes on August 23, 2024
- 2025 Budget
  - Sara Fehring and Melinda Hartley met with Lisa Soper and Steven R. Korte in August for a budget review
  - Sara Fehring and Melinda Hartley met with Camden Bentley, county budget analyst, and got approval for a \$30K increase for 2025
  - Camden Bentley stated we could request a \$100K increase over the next few years.
  - Chey Alberto, Gwen Roth, and Sara Fehring are working with the Hamilton County Engineers Department for budget changes in 2026

## **Board Reports**

### **Urban Networking Committee**

Laura Boyd reported the following:

- The next Leadership meeting with Jennifer Fish and Molly Conley will be September 5, 2024

### **Legislative Committee**

No Updates

### **Annual Meeting Committee**

Sara Fehring reported the following

- An update has been made to the flyer
- An email blast reminder will be sent in the next few weeks

**Relocation Committee**

Steven R. Korte reported the following:

- o There is approximately \$3,000 remaining in the contingency fund
- o There have been a few minor change orders

**Nomination Committee**

Kenneth Petren reported the following:

- o A few people were interested in running for the open seat
- o Kamisha Montgomery and Jane Wittke have submitted their required forms
- o Alison Lain-Hickey is interested in possibly being an associated board member.
- o Melinda Hartley will check if ballot requests can be taken over the phone and how far absentee ballot requests can be made in advance.

**Budget Committee**

Lisa Soper reported the following:

- o The 2025 Budget will be presented to the board for approval at the September board meeting

**Treasurer's Reports and Bills for Payment:**

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

Treasurer's Report	Balanced Reports as of 07/31/2024	Cash Balance
HCCD PNC Checking Account		\$ 135,770.54
HCCD PNC Money Market		\$ 230.26
Soil and Water 920017		\$ 486,246.65
Storm Water 920027		\$ 243,327.26
Save Local Waters 920042		\$ 88,261.19
Caring For Our Watersheds 920058		\$ 6,405.75
OEEF Electrolinefisher 922203		\$ 4.58
ORBCorps - AmeriCorps 922413		\$ 7,684.13
CWA Section 319 Grant 922415		\$ -
OWDA-USI 10506 922417		\$ -
Cooper Creek Detention Basin Retrofit (2) 922205		\$ (1,872.50)
Office Improvement Project (Relocation 2024) 922401		\$ 190,577.54
Financial Obligation = Vacation/Sick/Comp		\$ 128,317.37
		as of 07/31/2024

**Bills for Payment:**

Lisa Soper reported on the Bills for Payments as follows:

Bills for Payment	
<b>HCCD PNC Checking Account</b>	
Total of 1 vouchers processed	\$27,982.50
<b>HCCD PNC Money Market Account</b>	
Total of 0 vouchers processed	\$0.00
<b>Soil and Water 920017</b>	
Total of 22 vouchers processed	\$22,026.52
<b>Storm Water 920027</b>	
Total of 16 vouchers processed	\$25,228.02
<b>Save Local Waters 920042</b>	
Total of 2 vouchers processed	\$3,705.24
<b>Caring For Our Watersheds 920058</b>	
Total of 3 vouchers processed	\$4,705.00
<b>OEEF Electrolinesfisher 922203</b>	
Total of 0 vouchers processed	\$0.00
<b>ORBCorps - AmeriCorps 922413</b>	
Total of 5 vouchers processed	\$4,503.00
<b>CWA Section 319 Grant 922415</b>	
Total of 0 vouchers processed	\$0.00
<b>OWDA-USI 10506 922417</b>	
Total of 0 vouchers processed	\$0.00
<b>Cooper Creek Detention Basin Retrofit (2) 922205</b>	
Total of 0 vouchers processed	\$ -
<b>Office Improvement Project (Relocation 2024) 922401</b>	
Total of 4 vouchers processed	\$ 26,139.46

Laura Boyd moved that the board approve the July 2024 Treasurer's Reports for the District's PNC, the Special Accounts, and the July 2024 Bills for Payment as amended. Steven R. Korte seconded the motion. The motion was approved by a roll call vote: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, yes.

Lisa Soper moved that the board approve the 2024 Amended Budgets for OCA 920017 and OCA 920027. Laura Boyd seconded the motion. The motion was approved by a roll call vote: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, yes.

**Old Business**

1. Discuss the 2024 board meeting schedule

After discussion, the board decided to move the board meeting start time from 3:30 to 4:00 p.m., with the monthly schedule remaining on the third Tuesday of each month. The new board start time will go into effect on September 17, 2024.

### New Business

- 1. Approve the PO and Payment of \$20,000 to Clermont Soil and Water Conservation District for Doug McKenzie Mohr Ohio Environmental Education Fund (OEEF) Grant match - 920042.*

Lisa Soper moved that the board approve the PO and Payment of \$20,000 to Clermont Soil and Water Conservation District for Doug McKenzie Mohr Ohio Environmental Education Fund (OEEF) Grant match - 920042. Kenneth Petren seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

- 2. Approve the transfer of \$7,919.58 in Rain Barrel Workshop Revenue from the PNC account to 920042.*

Laura Boyd moved that the board approve the transfer of \$7,919.58 in Rain Barrel Workshop Revenue from the PNC account to 920042. Steven R. Korte seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

- 3. Review the Outside Employment Form for Nicole Gunderman.*

Sara Fehring explained Nicole Gunderman's outside employment and that she's providing this information as a courtesy.

- 4. Approve and sign the 2024-2025 Ohio AmeriCorps Notice of Grant Award.*

Kenneth Petren moved that the board approve and sign the 2024-2025 Ohio AmeriCorps Notice of Grant Award. Lisa Soper seconded the motion. The motion was approved by: Jane

Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

5. *Approve the transfer of \$48,000 for the 2024-2025 AmeriCorps matching funds - 920027.*

Lisa Soper moved that the board approve the transfer of \$48,000 for the 2024-2025 AmeriCorps matching funds - 920027. Steven R. Korte seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

6. *Approve the Letter of Intent to the University of Cincinnati for the United States Department of Agriculture's Institute of Food and Agriculture (NIFA) Grant for Research and Extension Experiences for Undergraduates.*

Steven R. Korte moved that the board approve the Letter of Intent to the University of Cincinnati for the United States Department of Agriculture's Institute of Food and Agriculture (NIFA) Grant for Research and Extension Experiences for Undergraduates. Lisa seconded the motion. The motion was approved by a roll call vote: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, abstain.

7. *Discuss quotes for 319 Detention Basin Retrofit Project and select a firm.*

Lisa Soper moved that the board select Abercrombie & Associates, Inc. for the surveying services for the 319 Detention Basin Retrofit Project. Steven R. Korte seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

8. *Approve the PO and Payment of up to \$6,000 to Abercrombie & Associates, Inc. for surveying services at Deer Park High School and Steelcraft – 922415.*

Lisa Soper moved that the board approve the PO and Payment of up to \$6,000 to Abercrombie & Associates, Inc. for surveying services at Deer Park High School and Steelcraft – 922415. Steven R. Korte seconded the motion. The motion was approved by:

Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

*9. Increase the PO and Payment to Plymouth Orange LLC from \$34,896.24 to \$39,850.82 for additional office rental (July-August)—OCA 920017/920027.*

Laura Boyd moved that the board approve increasing the PO and Payment to Plymouth Orange LLC from \$34,896.24 to \$39,850.82 for additional office rental (July-Aug)—OCA 920017/920027. Steven R. Korte seconded the motion. The motion was approved by Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

*10. Approve the Inter-Fund Transaction (IT) transfer of \$40,000 from 920017 to 922401 for relocation.*

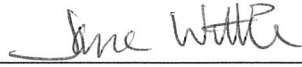
Lisa Soper moved that the board approve the Inter-Fund Transaction (IT) transfer of \$40,000 from 920017 to 922401 for relocation. Kenneth Petren seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

*11. Approve the Inter-Fund Transaction (IT) transfer of \$8,000 from 922401 to 920017 for the Capitol Improvement gift from the County.*

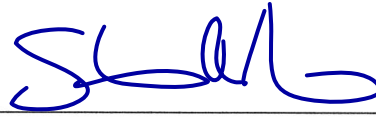
Steven R. Korte moved that the board approve the Inter-Fund Transaction (IT) transfer of \$8,000 from 922401 to 920017 for the Capitol Improvement gift from the County. Laura Boyd seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

Adjournment: Laura Boyd moved that the board members adjourn the meeting at 4:58 pm. Lisa Soper seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

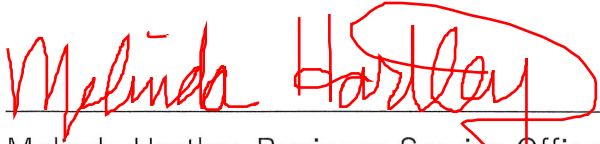
Respectfully submitted,



Jane Wittke, Chairperson



Steven R. Korte, Secretary



Melinda Hartley, Business Service Officer