



Hamilton County
Soil & Water
Conservation District

Board Meeting Minutes
December 11, 2018

The Hamilton County Soil and Water Conservation District Board of Supervisors met on December 11, 2018 at 1325 E. Kemper Rd., Ste. 115, Cincinnati, OH 45246.

Denny Benson called the meeting to order and invited everyone to say the pledge of allegiance at 2:23 pm. Denny Benson requested roll call.

Chairman	Denny Benson
Vice Chairman	Scott P. Huber
Treasurer	Kaniz Siddiqui
Secretary	John Mangan
Program Chairman	Michael Miller

In attendance were the following: Executive Director, Holly Utrata-Halcomb; Administrative Assistant, Susan Juriga; Urban Conservationist, Chey Alberto; Program Director, John Nelson; Education Specialist, Gwen Roth; and Stream Specialist, Adam Lehmann; NRCS District Conservationist, John Williams; Soil Conservationist, Michaela Werling; Earthwork Technician, James Gleason; Earthwork Technician, Aaron Habig; Earthwork Technician, Sarah Kitsinis; Supervisor-Elect, Jane Wittke; ODA Program Specialist, Liz Cline; Bahr Farm, Dale Bahr; Attorney for Dale Bahr, Josh Global; and Dr. Molak.

Approval of the Agenda Changes/Approval: Scott Huber made the motion to approve and amend the Agenda/Approval to add presentations after roll call. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan and Scott Huber.

Scott Huber presented a ten year plaque from the Ohio Federation of Soil and Water Conservation District to Susan Juriga. Susan Juriga thanked everyone.

Scott Huber presented Denny Benson with a certificate of appreciation from the Ohio Department of Agriculture and a clock from the Hamilton County Soil and Water Conservation District for his 12 years of serving the District. Denny Benson thanked everyone.

Approval of the Review & Approve Consent Agenda: Scott Huber made the motion to approve the Review & Approve Consent Agenda, which includes the approval of the board minutes and request for leave. John Mangan seconded the motion. **Old Business:** 1) Annual Plan of Work. **New Business:** 1) 2019 Long Range Plan meeting, 2) Adam Lehman's work hours, 3) Supervisor positions for 2019, 4) PNC 2019 signature cards, 5) PNC Memorandum of Agreement for Deposit of Public Funds, 5) Storm Water District 2019 MOU and Planning and Development 2019 MOU, 6) Clermont County 2019 MOU with Save Local Waters, 7) Inventory, 8) Budget Approvals, 9) 2019 Purchase orders approval – Kemper Pond Office Park, Consulting Services, Inc., City Beat, CAGIS/Permits Plus, 10) Move Payroll expense from OCA 920027 to OCA 920042, 11) Planning and Development geotech services, 12) Guardian Savings Certificate of Deposit Renewal. **The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.**

Kemper Pond Office Park
1325 East Kemper Road, Suite 115, Cincinnati, Ohio 45246
(513) 772-7645 | www.hcswcd.org

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.

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

Pay Period 24 and 25		November 1, 2018 - November 28, 2018			
Requests for Leave	Begin. Bal.	Earned	Used	Ending Bal.	
Holly Utrata-Halcomb					
Annual Leave	578.83	15.40	9.75	584.48	
Sick Time	269.33	9.20	16.75	261.78	
Comp Time	3.23	0.00	2.50	0.73	
Gwen Roth PP #23 and 24					
Annual Leave	108.88	12.40	0.00	121.28	
Sick Time	553.29	9.72	3.00	560.01	
Comp Time	24.24	13.50	1.50	36.24	
Chey Alberto					
Annual Leave	471.81	12.40	11.00	473.21	
Sick Time	544.14	9.20	8.00	545.34	
Comp Time	16.50	0.00	1.00	15.50	
Overtime	0.00	0.00	0.00		
James Gleason					
Annual Leave	110.12	6.20	0.00	116.33	
Sick Time	124.35	9.20	43.50	90.05	
Comp Time	12.25	0.00	7.00	5.25	
Overtime	0.00	0.00	0.00		
Aaron Habig					
Annual Leave	32.28	6.20	0.00	38.49	
Sick Time	164.72	9.20	0.00	173.92	
Comp Time	19.50	0.00	0.00	19.50	
Overtime	0.00	0.00	0.00		
Adam Lehmann					
Annual Leave	174.57	6.20	30.00	150.78	
Sick Time	221.07	9.78	7.50	223.35	
Comp Time	3.13	15.00	3.00	15.13	
Susan Juriga					
Annual Leave	348.92	9.20	16.00	342.12	
Sick Time	755.27	9.23	0.00	764.50	
Comp Time	13.13	0.75	0.00	13.88	
John Nelson PP #23, 24, and 25					
Annual Leave	74.75	9.30	15.00	69.05	
Sick Time	484.09	14.03	10.50	487.62	
Comp Time	23.88	0.00	22.50	1.38	
Overtime	128.50	4.00	132.50		
Sara Fehring					
Annual Leave	138.48	6.20	24.00	120.70	
Sick Time	221.73	9.40	49.50	181.64	
Comp Time	18.25	5.25	16.00	7.50	
Carrie Gibbons					
Annual Leave Paid out 9/26/18 \$651.16	40.10	0.00	0.00	0.00	
Sick Time	310.74	0.00	0.00	310.74	
Sara Kitsinis PP #23, 24, and 25					
Annual Leave	88.91	9.30	24.00	74.22	
Sick Time	20.96	13.80	26.50	8.26	

Comp Time	11.50	0.00	4.00	7.50
Megan Ginn				
Sick Time	15.11	3.24	0.00	18.34
Maria Deutsch				
Sick Time	11.53	4.20	0.00	15.73

Audience to Visitors:

- The Board recognized Liz Cline, ODA-DSWC Area 4 Program Specialist, reporting on the following:
 - The Ohio Department of Agriculture will offer a 2019 Water Quality Grant.
 - There will be new board member training offered in March of 2019.
- Regarding the ongoing Bahr Agriculture Pollution Abatement Complaint, the Board recognized Dale Bahr, Owner of Bahr Farms; Josh Global, Bahr Farm Legal Representative; and Dr. Vlasta Molak, friend of Dale Bahr.

After six months of working with Mr. Dale Bahr, owner and operator of Bahr Farms, Holly Utrata-Halcomb recommended that the Hamilton SWCD Board transfer this pollution abatement complaint to the Ohio Department of Agriculture -Division of Soil & Water Conservation (ODA-DSWC). To update the audience Holly presented pictures from the last site visit on December 3, 2018, to confirm any progress on installation of the recommended best management practices set from past visits. She reported everything is back to where it was when the complaint was filed in May 2018. She has not seen any progress and has exhausted all options to provide a resolution.

Dale Bahr stated the paddock area in the pictures contained only a small percentage of manure. The material was largely sediment which ran to the sediment pond. He confirmed that the cows stay in the barn during the winter and are not fenced out of the paddock.

Holly Utrata-Halcomb reported the sediment pond did not have the capacity to handle the runoff based on calculations. Holly Utrata-Halcomb reported there are too many cows for the paddock. She reported that ODA-DSWC Engineer, Janelle Weiss, had recommended that Mr. Bahr reduce his herd to 14 cows while he confirmed today that he currently had 16 cows with an additional two to be born. She also stated that keeping the cattle fenced out of the barn’s paddock area was a recommended best management practice. Holly sent multiple letters to Mr. Bahr and his communication to her indicated he was agreeable to the recommendations and would meet progress deadlines. Holly reported to the board that Mr. Bahr has ignored recommendations.

Dr. Molak stated she has known Mr. Bahr for 15 years. His farmland is a community garden located in an area where all other farms have been sold. She would like to help make the farm a model farm like the farms in Holland and Denmark where no wastewater goes through the land. Rainwater would be collected around the house and barn, which would provide water for the community garden and cows. She stated Mr. Bahr believes he has two cisterns on the farm but is unable to find them. Once the cisterns are found, they can have conduits from the ditchwater to be collected. The manure would be used as fertilizer for the farm keeping all water and manure on the property.

Holly reported that the organic garden is tiled which allows the water to leave the property along with sediment and manure. She stated agreements were made between her and Mr. Bahr which were ignored. Dr. Molak reported the tiles will be blocked and the rainwater and runoff would be collected.

Holly Utrata-Halcomb reminded everyone that the pollution issue surfaced from a complaint reported to the Hamilton SWCD and upon inspection staff confirmed manure had left Mr. Bahr’s property and entered the waters of the state. Thus, it was a valid complaint that now required the District and ODA-DSWC to follow Ohio Revised Code to a resolution. While this issue had existed for some time based on the collection of manure in a drainage ditch, it was not addressed into the District received the complaint.

Josh Goble commented the culvert was blocked by the brush and has been cleaned out.

Holly reported that the culvert had been cleaned out by the complainant, but the situation had not been resolved by Mr. Bahr and the culvert would be filled again with sediment and manure.

Liz Cline stated a complaint has been filed and if a resolution cannot be reached then the Board had the option of transferring the complaint to ODA-DSWC.

John Mangan made the motion to move the Bahr Farm pollution abatement complaint to the Ohio Department of Agriculture – Division of Soil & Water Conservation. Mike Miller seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Board Reports:

Urban Network: John Mangan reported the Urban Network group is back to revitalize on the ORC language. Senator Peterson will support it next year. The group put together a letter to OFSWCD for more opportunities and input.

Legislative Committee: No Legislative Committee report was presented.

Activity Reports:

Public Relations - John Nelson reported on the following:

- Hamilton County Recycling and Waste District presented an award to John Mangan, Holly Utrata-Halcomb and John Nelson for the "Take Your Home Back" campaign.
- He is working on updating printed and website materials.

Education – Gwen Roth reported on the following:

- Gwen Roth requested the Chairman's signature for the nomination of the Ohio Teacher of the Year award. The District's nominee for this year is Dr. Tracy Alley of the Madeira City Schools.

Streams – Adam Lehmann reported on the following:

- Adam Lehmann is preparing the following presentations for 2019:
 - Green Umbrella – January (The Demonstration Watershed)
 - Sierra Club in – February (Stream Health in Hamilton County)
 - Butler County SWCD Streambank erosion workshop – April
 - Hamilton County SWCD Backyard Stream Mtg. Workshop – TBD
- Adam in working with the U.S. Fish and Wildlife Service to collaborate on future projects within the Cooper Creek Demonstration Watershed.

Mike Miller commended Adam Lehmann with preparing the Water Quality Maps from the data collected from the Water Quality lab.

Earthwork – Chey Alberto reported on the following:

- The Earthwork staff thanks Denny Benson for his services on the board.
- Holly and Chey are working together in preparing for Commissioners' meeting regarding the Earthwork fees.
 - Scott Huber and Denny Benson helped guide Chey and Holly in meeting with the Ohio Valley Development Council and Home Builders Association.
 - The first Commissioners' Public Hearing for the EW Fees was held on December 5th and the second Commissioners' Public Hearing will be held on December 12th at 11:30 am.
 - If the Earthwork Fee resolution passes, the fee will take effect in 30-90 days.
 - Hamilton County Planning and Development agreed to collect the fees.
 - Chey notified Mr. Dressman and Mr. Coopage about the Earthwork fees and the public hearings.

Agriculture – John Williams reported on the following:

- Michaela and John are continuing to work on completing EQUIP application eligibility and have started ranking some of the applications such as the CNMP (2), and the Monarch Butterfly/Honeybee (1) applications. They will progress on to other funding codes in the New Year.
- NRCS has a new Chief and his name is Matthew J. Lohr. Mr. Lohr is originally from Virginia and was raised on a century farm in Virginia's Shenandoah Valley. He also has been a public servant such as serving as vice president of the national FFA, and serving as the Commissioner of Agriculture for Virginia from 201-2013. Secretary Sonny Perdue appointed Mr. Lohr as NRCS's new Chief early last week.

- We have a deadline of December 21st to see if the government will continue to operate or if there will be a temporary shutdown.

Administration – Holly Utrata-Halcomb reported on the following:

- Holly will be working with Karen Heyob to submit a NACD grant proposal for the Hamilton County Headstart Program. The collaborators will be Karen Heyob, Turner Farm, Children's Hospital, Cincinnati Zoo and the Civic Garden Center. The grant deadline is December 31, 2018.
- Holly requested the board members permission to sell the Southern Shores T-shirt with a price of \$15.00 each.

Mike Miller made the motion to approve the District sell the Southern Shores T-shirt with a price of \$15.00 each. Kaniz Siddiqui seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Treasurer's Reports and Bills for Payment: Kaniz Siddiqui reported the Treasurer's November 2018 cash balances for all the accounts: the Soil and Water account has a balance of \$296,926.00; the Storm Water account has a balance of \$358,512.74; Save Local Waters and has a balance of \$82,573.60; the Caring For Our Watersheds has a balance of \$24,000.00; the OEEF Grant – Bechtold Retrofit has a balance of \$43,300.00, the District's PNC account has a balance of \$7,3070.42, and the District's PNC money market account has a balance of \$29,147.12. The 1-year CD at Guardian Savings total \$14,751.49, the other 1-year CD at Guardian Savings total \$5,764.27, the bulk mail account total \$316.45, the change fund total \$25.00, the US Bank rewards are \$86.47 as of 12/10/18.

Bills for Payment: Kaniz Siddiqui reported the Bills for Payments for December 2018 are as follows: The Special accounts – Soil and Water processed 15 vouchers processed totaling \$3,610.12, the Storm Water account processed 15 vouchers totaling \$6,894.87, the Save Local Waters account processed 4 vouchers totaling \$8,187.57, the Caring for Our Watersheds account had 0 vouchers processed totaling \$.00, OEEF Grant – Bechtold Retrofit had 1 vouchers processed totaling \$462.18, the District Account processed 5 checks processed totaling \$4,042.39, and the District's PNC money market account did not have any funds taken out. The vacation, sick and comp time total as of November 28, 2018 is \$72,153.92.

Mike Miller made a motion to approve the balanced Treasurer's Reports for the balanced Special Accounts and the District's PNC accounts for November 2018, and the Bills for Payment for December 2018 for the Special accounts and the District accounts. The motion was seconded by Kaniz Siddiqui. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

John Nelson presented the Storm Water Field Day report. The Save Local Water's group collected \$6,980.00 and spent \$6,402.31 with a net of \$577.69 for the 2018 event. This amount is a little less than last year due to attendance and with competition for sponsorships. A similar event in Columbus was scheduled for the time span. The group still wants to do another event next year.

Old Business

Annual Plan of Work:

Holly Utrata-Halcomb requested the board members approval for the 2019 Annual Plan Work. She reported in 2019 there will be a Long Range Plan meeting for the District to plan for five years.

John Mangan made a motion to approve the 2019 Annual Plan of Work as presented. Mike Miller seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Denny Benson signed the Annual Plan of Work.

New Business

Long Range Plan meeting: John Nelson reported it is time for the Long Range Plan to be reviewed. It is a meeting where the stake holders are invited to give their input on the direction of the Hamilton County Soil and Water Conservation District for the next five years. He has received pricing for a venue and food for the Long Range Plan Meeting. He is estimating an attendance of a 100 people, which was the attendance in 2014. The Boy Scout of America - The Dan Beard Council building will accommodate the event. The venue expects a donation and does not have a fee. With regards to pricing for the food, the lowest price he found was about \$10.95 per person. He estimates a total cost under \$1,500.00. John requested the board members approval for the venue and vendor for food. John Mangan asked if the location was convenient for the stakeholders. He was concerned if all could attend.

It was suggested to have two meetings. One meeting would be held on February 28, 2019, for the breakfast, and another at on March 5, 2019, in evening between 5:00 pm – 7:00 pm with snacks. The evening event would be a listening session for individuals to drop in to give their input.

John Nelson will contact the Rookwood Tower for the evening event in March 2019 and report back to the board members.

Scott Huber made the motion to approve spending for the Long Range Plan meeting on February 28, 2019, in the amount not to exceed \$1,500.00. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Adam Lehmann's Work Hours: Holly Utrata-Halcomb reported Adam Lehman's new office hours are 9:30 am – 6:00 pm. His hours were changed due to family commitments.

Supervisor Positions for 2019:

Susan Juriga suggested the board members determine who will take which Supervisor positions in 2019. The board members determined for the 2019 the following:

Chairman – Scott P. Huber

Vice Chairwomen – Kaniz Siddiqui

Treasurer – John Mangan

Secretary – Mike Miller

Program Chair – Jane Wittke

Susan will prepare the paperwork for the 2019 Supervisor positions. During next month's meeting, the board members will determine the Committee, Agency Representative, and Department positions.

PNC 2019 Signatures Card: Susan Juriga presented the 2019 signature cards. The signature cards were signed by Scott Huber and John Mangan. The new signatures cards will be effective on January 1, 2019.

PNC Memorandum of Agreement: Susan Juriga presented the PNC Memorandum of Agreement to be signed. The chairman, Denny Benson signed the agreement.

Storm Water and Planning and Development MOUs: Holly Utrata-Halcomb presented the 2019 Storm Water Memorandum of Understanding to the board members. It states the District's duties and the amount of funding the District will receive for the Storm Water District for 2019, in the amount of \$415,153.00. Holly had signed the Storm Water MOU.

Holly Utrata-Halcomb also presented the 2019 Planning and Development Memorandum of Understanding to the board members. It states Planning and Development will review the geotech plans for the District's contractor, Consulting Services, Inc., when they are involved with a site. The amount is not to exceed \$4,000.00.

Mike Miller made the motion to approve the 2019 Storm Water MOU and the 2019 Planning and Development MOU. Kaniz Siddiqui seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Clermont SWCD MOU for Save Local Waters: John Nelson requested the board members permission to approve the 2019 Clermont SWCD Memorandum of Understanding for the Save Local Waters. Their county requires an MOU to be signed by the District.

Mike Miller made the motion to approve the signing of the Clermont SWCD MOU. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Denny Benson signed the 2019 Clermont SWCD MOU.

Inventory: Susan Juriga stated inventory was checked by Sara Fehring and herself. The water quality equipment was returned to office and checked by Adam Lehmann and Susan Juriga. The incubator remains on site, but Adam confirmed it was still there. Susan asked the board members to approve the inventory sheet and for the Treasurer, Kaniz Siddiqui to sign the paperwork.

Kaniz Siddiqui signed the paperwork.

John Mangan made a motion to approve the inventory sheets. Mike Miller seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Budget Approvals: Susan Juriga presented the 2019 budget sheets to the board members for the following accounts – OCA 920017, OCA 920027, OCA 920042, and OCA 920058. She informed the board members Hamilton County increased the general revenue appropriation to \$250,000.00.

Kaniz Siddique made the motion to approve all budgets as presented for – OCA 920017, OCA 920027, OCA 920042, and OCA 920058. Mike Miller seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Purchase order approval: Susan requested the board members approval for the following 2019 purchase orders:

- 2019 Rent – Kemper Pond Office Park - \$28,150.80 for OCA 920017 and \$28,245.90 for OCA920027
- 2019 Consulting Services, Inc. – \$13,368.75 for OCA 920017 and \$4,456.25 for OCA 920027
- 2019 City Beat - \$2,800.00 for OCA 920058
- 2019 CAGIS/Permits Plus - \$4,663.74 for OCA 920017 and \$4,663.74 for OCA 920027

Once Hamilton County opens the accounting system in 2019, this will allow Susan to start the process of the purchase orders.

Mike Miller made the motion to approve the 2019 purchase orders as presented. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Move Payroll Expenses from OCA 920027 – OCA 920042: Susan Juriga requested the board members approval to move a total of \$5,202.00 payroll expenses from OCA920027 to OCA920042. The moving of payroll expense is the overtime John Nelson worked on the Save Local Waters projects.

John Mangan made the motion to approve the moving of payroll expenses totaling \$5,202.00 from OCA920027 to OCA920042. Mike Miller seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Planning and Development geotech services: Susan Juriga requested the board members approval to pay Planning and Development for their geotech services. Planning and Development reviews the plans that the District's geotech contractor is personally involved in working. The amount is \$3,060.00.

Mike Miller made the motion to approve the payment of \$3,060.00 to Planning and Development for their geotech services. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Certificate of Deposit Renewal: Susan Juriga reported the Guardian Savings certificate of deposit is up for renewal on December 17, 2018. She presented the following rate information.

Interest Rates for Certificate of Deposited
Certificate of Deposit held with Guardian Savings
\$5,764.27

Maturity Date December 17, 2018

Certificate Rates			Savings Rates		
PNC Bank					
12 month	2.15%	APY			
Huntington Bank			Huntington Bank		
12 month	0.10%	APY	0.20%		
Fifth Third Bank			Fifth Third Bank		
11 month	2.25%	APY	1.08% APY		
\$5,000.00	minimum		\$25,000 or more		
Guardian Savings			Guardian Checking (most people use as a Savings)		
12 month	2.25%	APY	1.01% APY		
			Must keep \$5,000.00 in the account		
			Do not need to write any checks		

Mike Miller made the motion to approve the renewal of the certificate of deposit with Guardian Savings for one year. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

Correspondence: No correspondence was presented.

Adjournment: Scott Huber made the motion to adjourn the board meeting at 4:06 pm. John Mangan seconded the motion. The motion was approved by Michael Miller, Kaniz Siddiqui, John Mangan, and Scott Huber.

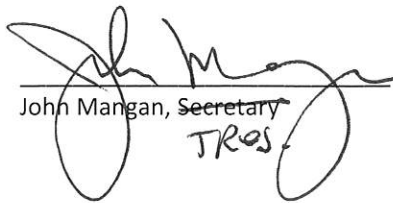
Events:

- Earthwork Fee Public Hearings – December 5th and 12th – County Administration Building at 11:30am
- Rain Barrel Art Project Entries Due – Deadline January 21, 2019
- Rain Barrel Art Project Selection Period – January 22 to January 28, 2019
- NACD Annual Conference –Feb 2 -6 2019, San Antonio, TX
- OFSWCD Annual Partnership Meeting – February 24 – 26, 2019 – Columbus Renaissance Hotel

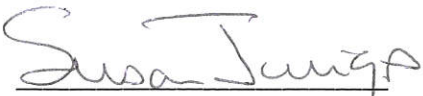
Respectfully submitted,



Denny Benson, Chairman
Scott P. Huber



John Mangan, Secretary
JROS



Susan Juriga, Administrative Assistant