



**Board Meeting Minutes  
December 17, 2024**

The Hamilton County Conservation District Board of Supervisors met on December 17, 2024, at the District Training Center located at 2710 E Kemper Road, Sharonville, OH 45241.

Jane Wittke called the meeting to order and invited everyone to say the Pledge of Allegiance at 9:04 am.

Jane Wittke requested a roll call.

<b>Chairperson</b>	Jane Wittke
<b>Vice-Chairperson</b>	Laura Boyd
<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; and Alison Manning, Ohio Department of Agriculture Area IV 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: 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 (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.

**Pay Periods 23, 24** **10/24/2024 - 11/21/2024**

Name		Begin	Earned	Used	Paid Out	End	Name		Begin	Earned	Used	Paid Out	End
Aaron Habig							Jim Gleason						
Vacation	385.56	12.40	0.00	397.96	0.00	353.08	Vacation	343.88	9.20	0.00	0.00	353.08	
Sick Time	651.19	9.20	0.00	660.39	0.00	164.85	Sick Time	156.15	9.20	0.50	0.00	164.85	
Comp Time	27.50	0.00	24.00	3.50	0.00	12.75	Comp Time	17.25	0.00	4.50	0.00	12.75	
Chey Alberto							Melinda Hartley						
Vacation	593.19	15.40	9.75	598.84	0.00	96.41	Vacation	98.21	6.20	8.00	0.00	96.41	
Sick Time	738.79	9.20	0.00	747.99	0.00	83.91	Sick Time	145.71	9.20	71.00	0.00	83.91	
Comp Time	17.25	0.00	0.50	16.75	0.00	31.63	Comp Time	31.63	0.00	0.00	0.00	31.63	
Christopher Hall							Rachel Cranmer						
Vacation	55.61	15.40	34.00	37.01	0.00	13.21	Vacation	25.26	6.20	18.25	0.00	13.21	
Sick Time	78.20	9.20	0.00	87.40	0.00	24.07	Sick Time	14.71	9.36	0.00	0.00	24.07	
Comp Time	3.75	0.00	0.00	3.75	0.00	9.38	Comp Time	5.25	4.13	0.00	0.00	9.38	
Nicole Gunderman							Sara Fehring						
Vacation	23.00	9.20	0.00	32.20	0.00	395.54	Vacation	396.14	12.40	13.00	0.00	395.54	
Sick Time	10.27	9.29	0.00	19.56	0.00	371.01	Sick Time	362.52	9.49	1.00	0.00	371.01	
Comp Time	14.75	2.25	3.00	14.00	0.00	8.13	Comp Time	7.63	7.50	7.00	0.00	8.13	
Gwen Roth							Sarah Meadows						
Vacation	380.57	15.40	40.00	355.97	0.00	120.36	Vacation	114.16	6.20	0.00	0.00	120.36	
Sick Time	972.39	9.66	0.00	982.05	0.00	97.55	Sick Time	92.85	9.20	4.50	0.00	97.55	
Comp Time	8.00	12.00	7.25	12.75	0.00	2.50	Comp Time	56.50	0.00	54.00	0.00	2.50	
Haley Golsch							Teresa Slonaker						
Vacation	48.18	6.20	16.00	38.39	0.00	12.73	Vacation	23.52	6.20	17.00	0.00	12.73	
Sick Time	164.64	9.20	0.00	173.84	0.00	66.69	Sick Time	57.49	9.20	0.00	0.00	66.69	
Comp Time	0.87	0.00	0.00	0.87	0.00	1.88	Comp Time	4.88	0.00	3.00	0.00	1.88	

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

**ODA**

- Alison Manning Reported the following:  
Reminder for everyone to complete the FRAUD Training.

**NRCS**

- No Report

**Board Reports**

- Nothing to Report

**Legislative Committee:**

- Nothing to Report

**Other Reports:**

- Nothing to Report

**Treasurer's Reports**

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

Treasurer's Report	
HCCD PNC Checking Account	\$ 63,297.84
HCCD PNC Money Market	\$ 20,242.69
Soil and Water 920017	\$ 386,782.56
Storm Water 920027	\$ 76,722.19
Save Local Waters 920042	\$ 80,158.59
Caring For Our Watersheds 920058	\$ 26,290.30
OEEF Electrolinefisher 922203	\$ 4.58
ORBCorps - AmeriCorps 922413	\$ 53,554.56
CWA Section 319 Grant 922415	\$ -
OWDA-USI 10506 922417	\$ -
Cooper Creek Detention Basin Retrofit (2) 922205	\$ (2,805.00)
Office Improvement Project (Relocation 2024) 922401	\$ 46,365.68
Financial Obligation = Vacation/Sick/Comp	\$ 130,004.79
Balanced as of 11/30/2024	

**Bills for Payment**

Lisa Soper reported that the Bills for Payments are as follows:

<b>Bills for Payment</b>	
HCCD PNC Checking Account	Total of 4 vouchers processed \$ 4,907.41
HCCD PNC Money Market Account	Total of 1 vouchers processed \$ 12.00
Soil and Water 920017	Total of 34 vouchers processed \$ 25,385.50
Storm Water 920027	Total of 14 vouchers processed \$ 18,022.40
Save Local Waters 920042	Total of 2 vouchers processed \$ 3,145.68
Caring For Our Watersheds 920058	Total of 1 vouchers processed \$ 78.10
OEEF Electrolinifisher 922203	Total of 0 vouchers processed \$ -
ORBCorps - AmeriCorps 922413	Total of 4 vouchers processed \$ 333.60
CWA Section 319 Grant 922415	Total of 0 vouchers processed \$ -
OWDA-USI 10506 922417	Total of 0 vouchers processed \$ -
Cooper Creek Detention Basin Retrofit (2) 922205	Total of 0 vouchers processed \$ -
Office Improvement Project (Relocation 2024) 922401	Total of 0 vouchers processed \$ -

Steven. R. Korte moved that the board approve the Amended November 2024 Treasurer's Reports for the District's PNC, the Special Accounts, and the November 2024 Bills for Payment. Kenneth Petren seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

1. Set 2025 Records Retention Designees – Primary – Melinda Hartley, and Secondary – Sara Fehring

Lisa Soper moved that the board approve the 2025 Records Retention Designees – Primary – Melinda Hartley and Secondary – Sara Fehring. Kenneth Petren seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

2. Set 2025 Receipt Book Designees—Primary—Melinda Hartley and Secondary—Sara Fehring, Sarah Meadows (Master Rain Gardener Workshops and Plug and Seed Sale), and Rachel Cranmer (Rain Barrel Art Project, District Workshops, and Tree and Shrub Sale).

Steven R. Korte moved the 2025 Receipt Book Designees to be set as Primary - Melinda Hartley and Secondaries - Sara Fehring, Sarah Meadows (for the Master Rain Garden Workshops and Plug and Seed Sale), and Rachel Cranmer (for the Rain Barrel Art Project, District Workshops, and Tree and Shrub Sale). Lisa Soper seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

3. Approve the submission of the 2024 Amended Certificates to the Hamilton County Auditor's Office.

Kenneth Petren moved that the board approve the submission of the 2024 Amended Certificates to the Hamilton County Auditor's Office. Laura Boyd seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

4. Approve the slate of comp time payout for staff for \$1,422.91.

Steven R. Korte moved that the board approve the slate of comp time payout for staff for \$1,422.91. Lisa Soper seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

5. Approve the transfer of \$3,998.40 in Earthwork permit application fees from October and November 2024 from the PNC District account to the Hamilton County General Fund.

Kenneth Petren moved that the board approve the transfer of \$3,998.40 in Earthwork permit application fees from October and November 2024 from the PNC District account to the Hamilton County General Fund. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

6. Approve the transfer of December 2024 Earthwork permit application fees from the PNC District account to the Hamilton County General Fund.

Kenneth Petren moved that the board approve the transfer of December 2024 Earthwork permit application fees from the PNC District account to the Hamilton County General Fund. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

7. Approve MOUs with Butler County Storm Water District, City of Fairfield, City of Forest Park, City of Hamilton, City of Loveland, City of Oxford, Village of Indian Hill, Clermont Soil and Water Conservation District, and Sanitation District No. 1 for 2025 Regional Storm Water Collaborative Membership.

Laura Boyd moved that the board approve MOUs with Butler County Storm Water District, City of Fairfield, City of Forest Park, City of Hamilton, City of Loveland, City of Monroe, City of Oxford, City of Middletown, Village of Indian Hill, Clermont Soil and Water Conservation District, and Sanitation District No. 1 for 2025 Regional Storm Water Collaborative Membership. Lisa Soper seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

8. Approve MOUs with Butler Soil and Water Conservation District, Clermont Soil and Water Conservation District, Warren County Soil and Water Conservation District, and Sanitation District No. 1 to implement the Greater Cincinnati Master Rain Gardener Program.

Kenneth Petren moved that the board approve MOUs with Butler Soil and Water Conservation District, Clermont Soil and Water Conservation District, Warren County Soil and Water Conservation District, and Sanitation District No. 1 to implement the Greater Cincinnati Master Rain Gardener Program. Lisa Soper seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

9. Approve the annual inventory and disposal of surplus items.

Steven R. Korte moved that the board approve the annual inventory and disposal of surplus items. Laura Boyd seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

10. Approve the PO and Payment of \$104,900.68 to Plymouth Orange LLC for office rental - OCA 920017/190027.

Laura Boyd moved that the board approve the PO and Payment of \$104,900.68 to Plymouth Orange LLC for office rental—OCA 920017/190027. Steven R. Korte seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

11. Set and approve a delegate for the Delegate Session at the OFSWCD Partnership Meeting.

Laura Boyd moved that the board approve Jane Wittke as the delegate at the OFSWCD Partnership Meeting. Lisa Soper seconded the motion. The motion was approved: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, aye; and Kenneth Petren, aye.

Executive Session - Personnel: Employee Evaluations

Lisa Soper made the motion for the board members to enter the Executive Session for Personnel: Employee Evaluations. Laura Boyd seconded the motion. A roll call vote approved the motion: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, yes.

The board members entered the Executive Session at 9:50 am. Allison Manning was invited to attend the executive session.

Sara Fehring entered the Executive Session at 10:18 am. Sara Fehring exited the Executive Session at 10:42 am.

Melinda Hartley entered the Executive Session at 10:43 am.

Melinda Hartley exited the Executive Session at 10:57 am.

Chey Alberto entered the Executive Session at 10:58 am.

Chey Alberto exited the Executive Session at 11:19 am.

Aaron Habig entered the Executive Session at 11:20 am.

Aaron Habig exited the Executive Session at 11:38 am.

Jim Gleason entered the Executive Session at 11:39 am.

Jim Gleason exited the Executive Session at 12:04 pm.

The Board exited the Executive Session to break for lunch at 12:04 pm. The Board entered the Executive Session at 12:52 pm.

Hayley Golsch entered the Executive Session at 12:52 pm.

Hayley Golsch exited the Executive Session at 1:09 pm.

Chris Hall entered the Executive Session at 1:12 pm.

Chris Hall exited the Executive Session at 1:45 pm.

Nicole Gunderman entered the Executive Session at 1:45 pm.

Nicole Gunderman exited the Executive Session at 2:11 pm.

Rachel Cranmer entered the Executive Session at 2:12 pm.

Rachel Cranmer Roth exited the Executive Session at 2:38 pm.

Kenneth Petren left the meeting at 2:39 pm.

Gwen Roth entered the Executive Session (virtually) at 2:41 pm.

Gwen Roth exited the Executive Session at 3:06 pm.

Teresa Slonaker entered the Executive Session at 3:07 pm.

Teresa Slonaker exited the Executive Session at 3:29 pm.

Sara Fehring was invited back into the Executive Session at 3:45 pm.

The Board returned from the Executive Session at 4:00 pm.

1. Review and approve the Telecommute Program Agreements for Gwen Roth and Sara Fehring.

Laura Boyd moved that the board approve the Telecommute Program Agreement for Gwen

Roth and Sara Fehring. Lisa Soper seconded the motion. A roll call vote approved the

motion: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and

Kenneth Petren, (absent).

Lisa Soper made the motion to reclassify Melinda Hartley to Business Service Officer II at

the pay rate of \$26,68, effective 12/19/2024. Steven R. Korte seconded the motion. A roll

call vote approved the motion: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R.

Korte, yes; and Kenneth Petren, (absent).

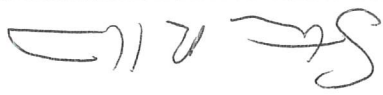
Adjournment: Steven Korte moved that the board members adjourn the board meeting at

4:02 pm. Laura Boyd seconded the motion. A roll call vote approved the motion: Jane Wittke, yes; Laura Boyd, yes; Lisa Soper, yes; Steven R. Korte, yes; and Kenneth Petren, (absent).

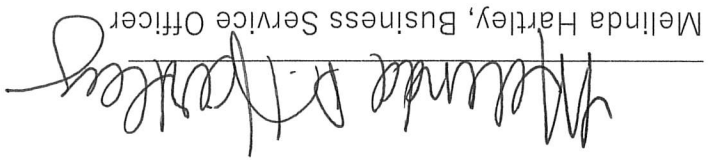
Respectfully submitted,



Jane Wittke, Chairperson



Steven R. Korte, Secretary

  
Melinda Hartley, Business Service Officer