



Board Meeting Minutes May 21, 2024

The Hamilton County Conservation District Board of Supervisors met on May 21, 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 3:33 pm.

Jane Wittke requested a roll call.

Chairperson	Jane Wittke
Vice-Chairperson	Laura Boyd
Treasurer	Lisa Soper
Secretary	Steven R. Korte
Program Chairperson	Kenneth Petren

The following were in attendance: Sara Fehring, Executive Director; Melinda Hartley, Business Service Officer; Chris Hall, Stream Specialist; James Gleason, Urban Technician II; Dr. Michael Miller, Associate Board member; Kara Schirmer, Associate Board Member; John Williams, NRCS District Conservationist; and Liz Cline, ODA Area IV Program Specialist.

Sara Fehring reported the following changes to the agenda:

- The order of items was changed.
- Approve the PO and Payment of \$10,442.72 to GraybaR for Voice & Data Cabling Materials - 922401 was added to the agenda.
- Approve the PO and Payment of \$10,434.00 to Jacobs Telephone Contractors for Voice & Data Cabling Labor - 922401 was added to the agenda.
- Approve the PO and Payment of \$4,165.00 to Talk Point Technologies for telephones - 922401 was added to the agenda.
- Approve the PO and Payment of \$11,879.03 to CDW-G for Networking Equipment - 922401 was added to the agenda.

Agenda Changes/Approval: Lisa Soper moved that the board approve the amended agenda. 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.

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.

The board welcomed Tristan Lana, Project Manager for Cushman & Wakefield, and John Nelson.

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

Pay Periods 7, 8						3/14/2024 - 4/10/2024					
Name	Begin	Earned	Used	Paid Out	End	Name	Begin	Earned	Used	Paid Out	End
<i>Aaron Habig</i>						<i>Jim Gleason</i>					
Vacation	322.64	9.20	20.00	0.00	311.84	Vacation	326.73	9.20	0.00	0.00	335.93
Sick Time	584.72	9.26	0.00	0.00	593.98	Sick Time	195.52	9.20	2.00	0.00	202.72
Comp Time	10.50	1.50	0.00	0.00	12.00	Comp Time	0.00	0.00	0.00	0.00	0.00
<i>Chey Alberto</i>						<i>Melinda Hartley</i>					
Vacation	588.94	15.40	14.00	0.00	590.34	Vacation	106.05	6.20	6.50	0.00	105.75
Sick Time	743.79	9.24	20.75	0.00	732.28	Sick Time	118.29	9.43	8.00	0.00	119.72
Comp Time	12.38	1.13	0.00	0.00	13.50	Comp Time	37.50	6.00	8.00	0.00	35.50
<i>Christopher Hall</i>						<i>Rachel Cranmer</i>					
Vacation	3.85	15.40	0.00	0.00	19.26	Vacation	19.55	6.20	15.50	0.00	10.25
Sick Time	2.30	9.32	0.00	0.00	11.62	Sick Time	14.44	9.32	3.00	0.00	20.75
Comp Time	0.00	3.00	0.00	0.00	3.00	Comp Time	3.00	3.00	3.00	0.00	3.00
<i>Emily Hoskins</i>						<i>Sara Fehring</i>					
Vacation	17.27	4.49	16.50	0.00	5.26	Vacation	309.54	9.20	0.00	0.00	318.74
Sick Time	36.99	6.66	0.00	0.00	43.64	Sick Time	325.93	9.20	5.00	0.00	330.13
Comp Time	0.00	0.00	0.00	0.00	0.00	Comp Time	51.88	0.00	43.00	0.00	8.88
<i>Gwen Roth</i>						<i>Sarah Meadows</i>					
Vacation	289.31	15.40	0.00	0.00	304.72	Vacation	80.53	6.20	16.00	0.00	70.74
Sick Time	898.53	9.72	0.00	0.00	908.25	Sick Time	122.35	9.20	12.00	0.00	119.55
Comp Time	53.50	13.50	26.00	0.00	41.00	Comp Time	14.25	0.00	8.00	0.00	6.25
<i>Haley Golsch</i>						<i>Teresa Slonaker</i>					
Vacation	57.80	6.20	4.00	0.00	60.01	Vacation	26.99	5.26	24.00	0.00	8.26
Sick Time	155.50	9.20	8.00	0.00	156.70	Sick Time	30.67	7.83	8.00	0.00	30.50
Comp Time	0.00	0.00	0.00	0.00	0.00	Comp Time	17.63	0.38	16.00	0.00	2.00

Review and approve the Consent Agenda, including the April Minutes and Request for Leave Report. Laura Boyd moved that the board approve the Consent 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.

Report from the Ohio Department of Agriculture (ODA)

Liz Cline reported the following:

- H2Ohio
 - Forty out of sixty-six counties have enrolled contracts in the H2Ohio Program.
 - The deadline for enrollment is May 31, 2024.
- Form 11 and Internal Review
 - Form 11 will be completed by Tuesday, May 28, 2024.
 - The \$8,000 one-time contribution from the county was put into the project fund for the renovations. For ODA to match the amount, it must enter a special fund account. Melinda Hartley will do a transaction to move the \$8,000 into the special fund account, which will be matched next year.
 - The budget went down 8% for state funding for next year.
- Liz Cline's Retirement
 - Liz Cline spoke and thanked the board and District staff, as this was her last board meeting before her retirement.
 - Each of the board members thanked Liz Cline for her many years of service to this District and other districts and wished her well in retirement.

Report from the Natural Resources Conservation Services (NRCS)

John Williams reported the following:

- Nothing to Report

Relocation Update

Tristan Lana reported the following:

- We are still waiting for one more bid to come through in the next day or so.
- Thirty people showed up for the bid process walk-through.
- All contractors that submitted bids can work with our timeline, move-in date of August 22, 2024.

Kenneth Petren moved that the board grant permission for the relocation committee to select the general contractor and finalize an agreement. 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.

Activity Reports

Earthwork

James Gleason reported the following:

- Jim Ginocchio
 - Jim Ginocchio has left the Hamilton County Prosecutor's Office for private practice. His last day was a few weeks ago.
 - All current matters referred to by the District will be taken over by other prosecutors. Jim has briefed them on the status of the cases.
- Vista View landslide
 - The case was turned over to Charlie Aness and Jim Sayre with the Prosecutor's Office.
 - There have been no updates from the opposing lawyer since March.
 - The District has not received plans for review.
 - Chey Alberto contacted Charlie Aness and Jim Ginocchio regarding a new deadline.
 - The parcel involved in litigation was listed in the Sheriff's auction for non-payment of taxes. It will be handled by the prosecutor.
- 254 Pedretti Avenue
 - Chief Assistant Prosecutor Nee Fong Chin has provided the lawyer of the listed property owner with an application and list of engineers to draw up a site plan for the fill.
- Forestview Gardens
 - Joe Burkhart has met separately with the property owners and has advised the best option is for all lots to work together to remove the fill.
 - The owners of Lot 6 are looking to settle.
- 6481 E Miami River Road
 - No update.
 - The timeline provided to the prosecutor by Abercrombie & Associates has been exceeded.

Streams Report

Chris Hall reported the following:

- Grant Schedule and Budget
 - 319 DB Retrofits \$211,750
 - Deer Park High School two athletic field retrofits
 1. 2024 - Covenant, Survey, Construction, and Completion
 - Allegion Steelcraft retrofit
 1. 2024 - Covenant, Survey, and Design
 2. 2025 - Construction and Completion
 - ORBFHP DB Retrofit \$ \$82,422.00 - \$32,924.68 = \$49,497.32
 - Ohio Wood Connection retrofit
 1. 2024 - Construction and Completion
 - OWDA USI \$42,854
 1. 2024 – GIS site selection, field, and site access confirmation
 2. 2025 – Sensor installation in 80 sites county-wide
 3. 2026 – Phase 1 analysis, Phase 2 re-deployment
 4. 2027 – Phase 2 analysis
 5. 2028 – Final report and recommendations
- Partner Group Collaboration
 - Technical advisory panels for the USI Grant and Cooper Creek
 - Field technician support
- Demonstration Watershed Story Map
 - The Demonstration Watershed Story Map will bring all the data, methods, accomplishments, and history of the Cooper Creek Collaborative (CCC) together to tell the story where most people can understand what and why, and the outcome. It is done so that in the future, technical people can look back, find the technical narrative legitimate, and then be able to use the previous work in new research.
- Five-year plan DRAFT
 - Chris Hall presented his draft five-year plan.

Administrative Report

Sara Fehring reported the following:

- Sara Fehring and Gwen Roth completed introductory period reviews for Rachel Cranmer and Teresa Slonaker.
- AmeriCorps
 - The 2023 – 2024 Program Monitoring Report has been included with Gwen Roth's activity report. There were a few small findings; however, the review report came back very positive. Funding was approved for the 2024-2025 program year.

Board Reports

Urban Networking Committee

Laura Boyd reported the following:

- Molly Conley, Jennifer Fish, and Laura Boyd could not meet last month.
- Molly Conley reported at the Ohio Soil and Water Conservation Commission meeting that SWCDs are interested in shared partnerships.
- The next meeting will be held in the coming weeks.

Legislative Committee

Laura Boyd reported the following:

- Nothing to report.

Annual Meeting Committee

Sara Fehring reported the following:

- Sara Fehring presented the sample invitations for the annual meeting. She suggested that the board make any suggestions on the sample and return them to her.
- The decision on the mascot and what will be involved with it will be presented to the board at the August board meeting.
- There will be a "paint-by-numbers" mural activity that the public can participate in at the annual meeting.

Relocation Committee

Steven R. Korte reported the following:

- Nothing to Report

Nomination Committee

Kenneth Petren reported the following:

- o Scott P. Huber has agreed to be the outside committee member for the nomination committee.
- o There is one person committed to running so far.
- o Each committee member is committed to finding at least one person to run.
- o Kenneth Petren will ask District staff for recommendations.

Treasurer's Reports and Bills for Payment:

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

Treasurer's Report	Balanced Reports as of 04/30/2024	Cash Balance
HCSWCD District PNC Checking Account		\$ 97,824.94
HCSWCD District PNC Money Market		\$ 71,229.22
Soil and Water 920017		\$ 614,490.50
Storm Water 920027		\$ 102,567.66
Save Local Waters 920042		\$ 72,437.45
Caring For Our Watersheds 920058		\$ 32,267.76
OEEF Electrolinefisher 922203		\$ 4.58
ORBCorps - AmeriCorps 922413		\$ 15,836.81
CWA Section 319 Grant 922415		\$ -
OWDA-USI 10506 922417		\$ -
Cooper Creek Detention Basin Retrofit (2) 922205		\$ -
Office Improvement Project (Relocation 2024) 922401		\$ 216,717.00
Financial Obligation = Vacation/Sick/Comp		\$ 119,254.68
		as of 4/30/2024

Bills for Payment:

Lisa Soper reported on the Bills for Payments as follows:

Bills for Payment	
HCSWCD District Account	
Total of 5 vouchers processed	\$15,931.47
Soil and Water 920017	
Total of 36 vouchers processed	\$34,579.57
Storm Water 920027	
Total of 29 vouchers processed	\$30,936.38
Save Local Waters 920042	
Total of 2 vouchers processed	\$13,370.00
Caring For Our Watersheds 920058	
Total of 4 vouchers processed	\$2,720.89
OEEF Electrolinefisher 922203	
Total of 0 vouchers processed	\$0.00
ORBCorps - AmeriCorps 922413	
Total of 7 vouchers processed	\$2,656.67
CWA Section 319 Grant 922415	
Total of 0 vouchers processed	\$0.00
OWDA-USI 10506 922417	
Total of 0 vouchers processed	\$0.00
Cooper Creek Detention Basin Retrofit (2) 922205	
Total of 0 vouchers processed	\$0.00
Office Improvement Project (Relocation 2024) 922401	
Total of 0 vouchers processed	\$0.00

Steven R. Korte moved that the board approve the April 2024 Treasurer's Reports for the District's PNC, the Special Accounts, and the April 2024 Bills for Payment. 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.

Executive Session – Personnel - Staffing

Lisa Soper moved that the board members enter into Executive Session to discuss Personnel - Staffing. 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.

Sara Fehring and Liz Cline were invited to attend.

The executive session started at 4:50 pm.

The board members returned to the regular session at 5:30 pm.

New Business

1. Discussion of Board Meeting Time

After some discussion, the board decided to keep the 3:30 p.m. board meeting start time. The meeting's start time will be reevaluated at the August 2024 board meeting.

2. Timing of the Staff Evaluation Process.

The board has decided to keep the current general timing and formatting of the staff evaluations. Sara Fehring will invite the staff to opt out of their evaluations with the board. December 10, 2024, and December 17, 2024, have been selected as possible dates for staff evaluations involving the Board.

Sara Fehring's introductory period will end in July 2024. There will be an executive session at the July board meeting to conduct her evaluation. Lisa Soper will create and send an evaluation form for Sara's evaluation for staff input to Melinda Hartley and will cc the board.

3. Approve Melinda Hartley and Rachel Cranmer as Election Designees for the 2024 Board of Supervisors' Election.

Lisa Soper moved that the board approve Melinda Hartley and Rachel Cranmer as Election Designees for the 2024 Board of Supervisors' Election. 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.

- 4. Policy Updates and Presentation – Walking Pad Policy and Release/Waiver, Dress Code Policy, Outstanding Check Policy, District-Supplied PPE Policy, and District Charge Accounts Policy, contingent on prosecutor approval.*

Laura Boyd moved that the board approve the Walking Pad Policy and Release/Waiver, Dress Code Policy, Outstanding Check Policy, District-Supplied PPE Policy, and District Charge Accounts Policy, contingent on prosecutor approval. 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.

- 5. Approve and enter a contract with Nutrien for the 2024 – 2025 Caring For Our Watersheds Program.*

Laura Boyd moved that the board approve and enter a contract with Nutrien for the 2024 – 2025 Caring For Our Watersheds Program. 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.

- 6. Approve the successful completion of Rachel Cranmer and Teresa Slonaker’s probationary periods.*

Steven R. Korte moved that the board approve the successful completion of Rachel Cranmer and Teresa Slonaker’s probationary periods. 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.

- 7. Approve the Hamilton County Soil and Water Conservation District and Host Site Memorandum of Understanding for Ohio River Basin AmeriCorps (ORBCorps) member placement for 2024-2025.*

Laura Boyd moved that the board approve the Hamilton County Soil and Water Conservation District and Host Site Memorandum of Understanding for Ohio River Basin AmeriCorps (ORBCorps) member placement for 2024-2025. 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.

8. *Approve the PO and Payment of \$43,620.30 to Plymouth Orange LLC for office rental (Oct. – Dec.) - OCA 920017/920027.*

Steven R. Korte amended the item to state that the time should be from October 2024 to January 2025.

Laura Boyd amended the item to state that the PO amount should be \$34,896.24.

Steven R. Korte moved that the board approve the PO and Payment of \$34,896.24 to Plymouth Orange LLC for office rental (Oct 2024 – Jan 2025) - OCA 920017/920027. 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.

9. *Approve the dissolving of the part-time earthwork technician position due to reassignment and workload as of July 3, 2024.*

Steven R. Korte moved that the board dissolve the part-time earthwork technician position due to reassignment and workload as of July 3, 2024. Jane Wittke 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 transfer of \$71,000.00 from the Money Market account to PNC to purchase office furniture.*

Kenneth Petren moved that the board approve the transfer of \$71,000.00 from the Money Market account to PNC to purchase office furniture. 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.

11. *Approve the PO and Payment of \$87,772.48 to Office Furniture Source for office furniture - PNC.*

Laura Boyd moved that the board approve the PO and Payment of \$87,772.48 to Office Furniture Source for office furniture - PNC. 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.

12. *Approve the Technical Assistance Subsidy Agreement for H2Ohio.*

Due to the agreement's language, this will be tabled until the next board meeting.

13. *Approve the agreement, PO, and Payment of \$9,000.00 to Cushman & Wakefield U.S., Inc. for project management at 2702 and 2710 E Kemper Road, contingent on Prosecutor approval.*

Jane Wittke moved that the board approve the agreement, PO, and Payment of \$9,000.00 to Cushman & Wakefield U.S., Inc. for project management at 2702 and 2710 E Kemper Road, contingent on Prosecutor approval. 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.

Steven R. Korte left the meeting at 6:36 pm

14. *Approve the PO and Payment of \$10,442.72 to GraybaR for Voice & Data Cabling Materials – 922401.*

Due to further discussion, this will be moved to a special board meeting on May 29, 2024, at 2:00 p.m. The meeting will be held virtually via Zoom.

15. Approve the PO and Payment of \$10,434.00 to Jacobs Telephone Contractors for Voice & Data Cabling Labor – 922401.

Due to further discussion, this will be moved to a special board meeting on May 29, 2024, at 2:00 p.m. The meeting will be held virtually via Zoom.

16. Approve the PO and Payment of \$4,165.00 to Talk Point Technologies for telephones – 922401.

Due to further discussion, this will be moved to a special board meeting on May 29, 2024, at 2:00 p.m. The meeting will be held virtually via Zoom.

17. Approve the PO and Payment of \$11,879.03 to CDW-G for Networking Equipment – 922401.

Due to further discussion, this will be moved to a special board meeting on May 29, 2024, at 2:00 p.m. The meeting will be held virtually via Zoom.

Adjournment: Laura Boyd moved that the board members adjourn the board meeting at 7:05 pm. Lisa Soper seconded the motion. The motion was approved by: Jane Wittke, aye; Laura Boyd, aye; Lisa Soper, aye; Steven R. Korte, (absent); and Kenneth Petren, aye.

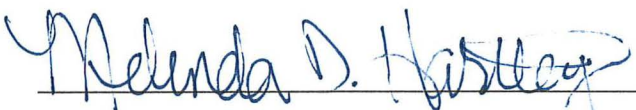
Respectfully submitted,



Jane Wittke, Chairperson



Steven R. Korte, Secretary



Melinda Hartley, Business Service Officer