Hamilton County Soil & Water Conservation District

Board Meeting Minutes
November 12, 2019

The Hamilton County Soil and Water Conservation District Board of Supervisors met on November 12, 2019, at 1325 E. Kemper Rd., Ste. 115, Cincinnati, OH 45246.

Scott Huber called the meeting to order and invited everyone to say the pledge of allegiance at 12:30 pm.
Scott Huber requested a roll call.

Chairperson	Scott P. Huber
Vice Chairperson	Kaniz Siddiqui –entered the meeting at 2:55 pm and left 2:58 pm
Treasurer	John Mangan
Secretary	Michael Miller
Program Chairperson	Jane Wittke

In attendance were the following: Executive Director, Holly Utrata-Halcomb; Program Director, John Nelson; Administrative Assistant, Susan Juriga; Urban Conservationist, Chey Alberto; Education Specialist, Gwen Roth; Stream Specialist, Adam Lehmann; and Hamilton County Budget Analyst, Jen Koetter.

Mike Miller made the motion for the board members to enter in executive session to discuss personnel reviews. John Mangan seconded the motion. Roll call: Scott Huber, yes; Jane Wittke, yes; Mike Miller, yes; and John Mangan, yes.

The board members entered the executive session at 12:32 pm. Holly Utrata-Halcomb was asked to stay for the meeting. All staff members left the meeting.

Holly Utrata-Halcomb exited the executive session and staff members were requested to enter the executive session in intervals for their personnel reviews.

The board members exited the executive session at 2:50 pm.

Kaniz Siddiqui entered the board meeting at 2:55 pm. Kaniz informed the board members she will not attend the next month's meeting. She thanked the board members and staff for their help during her term with the Hamilton County Soil and Water Conservation District. Kaniz left the board meeting at 2:58 pm.

Mangan made the motion to approve the Agenda Changes/Approval. Mike Miller seconded the motion. The motion was approved by John Mangan, Jane Wittke, and Mike Miller.

Review & Approve the Amended Consent Agenda: Jane Wittke made the motion to approve the Review & Approve Amended Consent Agenda, which includes the approval of the board minutes and requests for leave. John Mangan seconded the motion. Old Business: None **New Business:** 1.) OFSWCD Dues, 2.) Purchase order for NACD Grant - Books, 3.) Storm Water District Agreement, 4.) Agreement for Consulting Services Inc., 5.) Agreement for an Alternate Geotech Contractor, 6.) Storm Water Field Day – Transfer of Revenues to OCA 920042, 7.) Ohio Department of Agriculture Watershed Grant Funds - Transfer from the District Savings, to District Checking. Then deposit downtown - OCA 920027, 8.) National Association of Conservation Districts' Contribution, 9.) Amended Certificate for OCA 920017. **The motion was approved by John Mangan, Jane Wittke, and Mike Miller.**

Audience to Visitors: Jen Koetter, Hamilton County Budget Analyst, stated her visit to the meeting was a social call. She wished Kaniz Siddique and Holly Utrata-Halcomb well.

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

Pay Period 21 and 22 **September 19, 2019, to October 16, 2019**

Requests for Leave	Begin. Bal.	Earned	Used	Ending Bal.
Holly Utrata-Halcomb				
Annual Leave	591.44	15.40	14.00	592.84
Sick Time	181.55	9.20	18.25	172.50
Comp Time	6.76	0.00	1.50	5.26
Gwen Roth PP #21				
Annual Leave	87.68	6.20	0.00	93.88
Sick Time	585.28	4.60	1.00	588.88
Comp Time	24.74	0.00	10.50	14.24
Chey Alberto				
Annual Leave	472.91	12.40	24.00	461.31
Sick Time	603.40	9.31	0.00	612.69
Comp Time	15.63	2.25	1.00	16.88
Overtime	33.00	0.00	33.00	
James Gleason				
Annual Leave	66.21	6.20	0.00	72.41
Sick Time	154.37	9.78	0.00	164.14
Comp Time	0.75	15.00	0.00	15.75
Overtime	28.00	0.00	28.00	
Aaron Habig				
Annual Leave	56.08	6.20	0.00	62.28
Sick Time	238.74	9.20	0.00	247.94
Comp Time	26.25	0.00	23.25	3.00
Overtime	23.50	0.00	23.50	
Adam Lehmann				
Annual Leave	119.90	6.20	0.00	126.10
Sick Time	257.27	9.20	0.00	266.47
Comp Time	26.25	18.75	0.00	45.00
Susan Juriga				
Annual Leave	329.97	9.20	6.00	333.17
Sick Time	831.60	9.44	0.00	841.03
Comp Time	10.15	6.38	0.00	16.52
John Nelson				
Annual Leave	62.66	6.20	0.00	68.86
Sick Time	553.82	9.78	0.00	563.60
Comp Time	31.13	7.50	16.00	22.63
Overtime	118.50	5.00	123.50	
Sara Fehring				
Annual Leave	74.06	6.20	12.00	68.25
Sick Time	101.06	9.49	0.00	110.55
Comp Time	2.51	7.50	10.00	0.01

Olivia Maltry				
Annual Leave	50.24	6.20	0.00	56.44
Sick Time	58.28	9.53	8.00	59.82
Comp Time	23.65	8.63	18.50	13.77
Sara Kitsinis Paid out 1/16/19 ($1,291.57)				
Annual Leave paid out 81.36 hrs	0.00	0.00	0.00	0.00
Sick Time	8.26	4.60	2.00	10.86
Comp Time Paid out 3.50 hrs	0.00	0.00	0.00	0.00
Kyle Brown				
Sick Time	6.37	3.19	6.00	3.56
Maria Gulley				
Sick Time	35.05	6.35	0.00	41.40
Kayla Ferdelman				
Sick Time	6.90	5.35	0.00	12.25

Board Reports
Chair report: Scott Huber did not have a report.

Urban Network: John Mangan reported the group has been revitalized. The Urban Network group was established for the Federation to help recognize the Urban Counties through events and adding promotional material to the Federation's website. The Urban Network was able to present at the 2019 Summer Supervisor School with Urban sessions. There are ten Districts with MS4 issues. Three Districts are on board to assist in helping being recognized.

Legislative Committee: John Mangan reported the Legislative Committee is on hold until there are concerns to be addressed.

Board of Directors Meeting Report:
John Nelson reported the Pilot Project in the Maumee River Basin is a HUC 12 watershed and is a fairly large area. He is not certain when the District funds will become available. John reported he is unsure if the District will need to look at their HUC 12 watersheds area or if additional guidance will be provided regarding size and BMPs for the acceptable future projects.

Mike Miller stated the organic matter in the soils should be considered. Carbon needs to be sequestered back in the soils.

Holly Utrata-Halcomb reported there are 17,000 food and fiber farms in Hamilton County. Hamilton County has the second largest number of horses in the state.

Jane Wittke commented the funding for our area may not be seen until later in 2020.

Staff Reports:
Education: Gwen Roth reported the silent auction generated around $500.00 for the Odegard/Diebel Scholarship. The board members approved the hiring of a Spring Intern. She is currently interviewing for the Spring Intern this month and will have an individual selected by the next month's board meeting.

Earthwork: Chey Alberto reported the Vista View Landslide Repair site case has been filed by the County's Prosecutor, James Ginocchio Jr. and James Gleason will testify on December 9, 2019, regarding the Edgewater site.

Public Relations: John Nelson reported Rain Barrel entries are open. He currently is working on videos with the Earthwork Staff. He reported that the District is hoping to enter into an MOU with Hamilton County Planning and Development to begin the Accela Migration with their selected vendor. The cost to the District is approximately $70,000.00. The County's Budget Department has agreed to partially fund the District with additional general fund dollars to proceed with the migration, as the District is collecting a 5% technology fee along with the earthwork fee.

Agriculture: Holly Utrata-Halcomb reported Natural Resources Conservation Service is looking for two Engineers. John Williams and Michaela Werling are still staffing Clermont and Warren County. Holly reported Ohio farmers will be able to grow and process hemp in July 2020.

Streams: Adam Lehmann reported the Great Miami River Water Quality Monitoring Lab has received certification Level II. The associated documents prepared for Ohio EPA can be used as templates for the Millcreek Alliance's WQ Monitoring program. A survey has been sent to all residential/commercial/ public addresses in the Cooper Creek Demonstration Watershed designed 1) to estimate the number of trees that we will be able to get in the ground during future tree-give-away programs, 2) to learn what tree planting related services the community wants (or that would help us get more trees in the ground), and 3) to educate the community on the multiple benefits of urban trees and what types of trees (large trees!) provide those benefits. Adam applied for funding to retrofit three detention basins within the Demonstration watershed. He is hoping to add two or three more detention basins to this application in the coming weeks.

Administration: Holly Utrata-Halcomb reported the Nutrient Management Workshop has only two people registered. The program may be canceled and rescheduled in 2020. Holly has been working on evaluations, contracts, budgets, NACD grant's final report, and billing the Storm Water District.

Treasurer's Reports and Bills for Payment: John Mangan reported the balanced Treasurer's reports for October 2019.
Treasurer's Reports for October 2019, cash balances for the Special accounts:

Account	Cash Balance
District Checking	$8,418.92
District Savings	$62,407.45
1-year CD Guardian Savings	$15,013.76
1-year CD Guardian Savings	$5,883.43
Soil and Water Account OCA 920017	$355,718.37
Storm Water OCA 920027	$146,980.49
Save Local Waters OCA 920042	$84,586.24
Caring for Our Watershed OCA 920058	$24,956.00
OEEF Bechtold Retrofit Grant #921901	$41,075.83
NACD Grant #921902	$2,988.38
Change Fund	$25.00
Credit Card Rewards as of 10/18/19	$71.15

Bills for Payment: John Mangan reported the Bills for Payments for November 2019 are as follows:
Bills for Payment November 2019:

Account Name	Number of Vouchers paid	Total Amount
HCSWCD District Account	10 vouchers processed	$30,577.92
Soil and Water – 920017	14 vouchers processed	$7,689.20
Storm Water – 920027	11 vouchers processed	$1,521.21
Save Local Waters – 920042	2 voucher processed	$1,993.07
Caring For Our Watersheds – 920058	0 voucher processed	$.00
OEEF Grant – Bechtold Retrofit- 920265	1 voucher processed	$350.00
NACD Grant – Farm to Family	3 vouchers processed	$365.36

Vacation, Sick and Comp Liability as of September 18, 2019	$72,808.57

John Nelson presented the Storm Water Field Day income statement. The event earned $6,830.00 and spent $5,086.98 with a net gain of $1,743.02. John will offer a discount for students to attend the next Storm Water Field Day.

Jane Wittke made a motion to approve the balanced Treasurer's Reports for the Special accounts, and the District's PNC and Guardian Savings accounts for October 2019, and the Bills for Payment for November 2019 for the Special accounts and the District's accounts. The motion was seconded by Mike Miller. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Old Business:

There was no old business to discuss.

New Business

OFSWCD Dues: Susan Juriga requested the board members' approval for a purchase order for the Ohio Federation of Soil and Water Conservation District (OFSWCD) dues in the amount of $3,036.54.

Mike Miller made the motion to approve the OFSWCD dues in the amount of $3,036.54. Jane Wittke seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Purchase order for NACD Grant – Books: Holly Utrata-Halcomb requested the board members' approval for a purchase order to buy books for the NACD Grant program up to the amount of $2,000.00. `

John Mangan made the motion to approve the request for the purchase order to buy books for the NACD Grant program up to the amount of $2,000.00. Mike Miller seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Storm Water District Agreement: Holly Utrata-Halcomb emailed and presented a copy of the two-year Storm Water District's agreement. The agreement states how much the District will be paid based on the MCM1, MCM2, and MCM3 services. At this time, there are no new expectations of work included in the agreement. Holly did request $75,000.00 more in funding, but only received an additional $25,000.00. She stated the District has the most MCM's to perform for the Storm Water District and all services are mandated. All other County Agencies are in the same financial situation with the Storm Water District.

Jane Wittke made the motion to approve the Storm Water agreement and have the chairman sign the agreement. John Mangan seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Scott Huber signed the agreement.

Agreement for Consultant Services Inc. (CSI): Holly Utrata-Halcomb presented the two-year Consultant Services Inc. (CSI) agreement. The District has worked with CSI for five years and it has worked out well. The contract is for $17,825.00. The hourly cost was increased by $10.00 an hour for an amount of $125.00 per hour.

Jane Wittke made the motion to approve the two year agreement with Consultant Services Inc. Mike Miller seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Scott Huber signed the agreement.

Agreement for an Alternate Geotech Contractor: Holly Utrata-Halcomb presented an agreement for Terracon Consultants, Inc. as an alternate geotech for CSI's back up when there is a conflict of interest. Planning and Development did not feel they could turn the work around as quickly as the District would prefer. The Terracon Consultants, Inc. contract is for $17,825.00 with pay rates as follows:

Staff/Project Engineer	$125 - $150 per hour
Senior Engineer	$150 - $175 per hour
Principal Engineer	$175 - $185 per hour

Mike Miller made the motion to approve the two-year Terracon Consultants Inc. agreement. John Mangan seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Scott Huber signed the agreement.

Storm Water Field Day – Purchase Order and Transfer of revenue to OCA 920042: Susan Juriga requested the board members' permission for a purchase order and to transfer the revenues received in the District's checking account for the Storm Water Field Day revenues in the amount of $4,380.00.

Mike Miller made the motion to approve the purchase order and transfer the revenues received in the District's checking account for the Storm Water Field Day revenues in the amount of $4,380.00. Jane Wittke seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Ohio Department of Agriculture (ODA) Watershed Grant funds: Susan Juriga requested the board members' permission to transfer the ODA Grant funds deposited in the District's savings account to the District's checking account and a purchase order to transfer the funds to the Storm Water Account OCA 920027.

Mike Miller made the motion to approve the transfer of funds from the District's savings account to the District's checking and approve the purchase order to transfer the funds to the Storm Water Account OCA 920027. Jane Wittke seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

National Association of Conservation District (NACD) Contribution: Susan Juriga requested the board members' permission to determine the amount to pay for the NACD contribution. In the past, the District has paid $500.00.

Jane Wittke made the motion to approve the payment of $500.00 for the NACD contribution. Mike Miller seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Amended Certificate: Susan Juriga requested the board members' approval to amend the Certificate of Appropriations for the Soil and Water account OCA 920017. With the increase from ODA appropriations and other revenues received, the estimated revenues increase by $33,086.72. A new Certificate of Appropriation is needed to adjust the estimated amount.

Mike Miller made the motion to approve the amending of the Certificate of Appropriations with an increase of $33,086.72. Jane Wittke seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Correspondence: Jane Wittke reported that she and Scott Huber are reviewing the resumes and cover letters of those applying for the District's Executive Director Position to identify qualified applicants for the full board's consideration. They will bring their findings to the next board meeting for all board members to review.

Adjournment: Jane Wittke made the motion to adjourn the board meeting at 4:01 pm. John Mangan seconded the motion. The motion was approved by Jane Wittke, John Mangan, and Mike Miller.

Events: None

Respectfully submitted,

Scott P. Huber

Scott P. Huber, Chairperson

Michael C. Miller

Mike Miller, Secretary

Susan Juriga

Susan Juriga, Administrative Assistant