

**WOOD SOIL & WATER CONSERVATION DISTRICT
1616 EAST WOOSTER STREET, SUITE 32
BOWLING GREEN, OH 43402**

**REGULAR BOARD MEETING
February 21, 2020**

The meeting was called to order at 8:01 AM by Chairman, Lee E. Sundermeier.

ATTENDANCE

Board of Supervisors

Lee E. Sundermeier, Chairman – Present
Bernard Scott, Vice-Chairman– Present
Kris Swartz, Fiscal Agent – Present
Ron Snyder, Secretary - Present
Dylan Baer, Member-Present

NRCS Staff

Becky Duncan – Present
Kelly Copeland – Present
Chris Corgan - Absent

SWCD Staff

Jim Carter – Present
Nicki Kale – Absent
Jeremy Gerwin – Present
Beth Landers – Present
Julie Lause - Present
Abby Wensink – Present

Guests

Jeff Ankney – ODA Program Specialist
Matt Oestreich – Wood County Auditor

Ron moved to approve the agenda. Bernie seconded. Motion carried.

Lee introduced supervisors and staff to Matt. Matt gave an overview of the role of the county auditor with the district account. He explained the Special Fund and Julie explained the district fund.

Matt exited at 8:23 AM.

Correspondence was shared. Staff calendar was reviewed. An updated calendar will be available for next meeting.

Kris moved to file the special board meeting minutes from February 4, 2020. Dylan seconded. Motion carried.

Bernie move to file regular meeting minutes. Ron seconded. Motion carried.

The January treasurer's report was reviewed. The following balances were presented as of January 31, 2020. District Checking account \$38,965.44, District STAR Ohio \$371,783.11, Special Fund \$206,490.05 and Ditch Account \$205,318.09. Kris moved to file the treasurer's report. Dylan seconded. Motion carried.

Abby noted that the Contingency Calculator is not calculating correctly. Jeff has an original version that he can send.

Lee reported for Nicki that CIFT sent a request for the sponsorship of the monthly Ag Breakfast Forum. Kris moved to approve the donation of \$350 to CIFT. Bernie seconded. Motion carried.

Lee reviewed the state auditor correspondence regarding specific policy and procedures with financial reports needs added to the district policy for state special projects. Monthly reports need to have a signature and date line for minutes. See state auditor exit report for specifics in correcting the findings in the 2017-2018 audit.

Jim reported that he and Kris meet with the commissioners and accepted the 2020 budget check.

Jim reported that the committee for the Elwin/Dunipace ditch is to meet with the contractor to discuss proceeding with the project.

Jim reported interviews were held for the nutrient management technician position was held at the Sandusky SWCD. The time is to be shared with Ottawa, Sandusky, and Wood SWCDs. The new hire, Beth Keller, is to start in March.

Jim reported that staff is managing well with the roll out and sign ups as well as adapting to the ongoing updates from ODA. 39 attended the H2Ohio lunch at the office, RSVPs are coming in for the BWWW meeting. 19 producers as of 2/21/2020 have signed up for H2Ohio practices. ODA program staff will be available to assist with H2Ohio.

Ron moved to approve the exceeding the accrual of 80 hour per week of compensatory time and the 180 day limitation in usage of the compensatory time earned – per the district policy and procedure manual – during the H2Ohio implementation through June 1, 2020. Staff will have 365 days to utilize earned compensatory time. Kris seconded. Motion carried.

Jim distributed the draft job description for the H2Ohio Technician. Discussion was held. No additions necessary.

Jim reported on the Clean Lake 2020 SB299 funds of \$60,000 that are to be utilized. Prior programs were abandoned. Dollars are being used to cover expenses for district mailings for H2Ohio and meetings.

Jim reported that the potential match could be used for the grant with the county engineer and the Great Lake Commission in-channel cartridge treatment.

The board requested that Jim put together a new proposal for adjusted use of funds.

Jim reported that the date is incorrect on his activity report.

Becky reviewed the activity report. (attached)

Becky reported that the NRCS staff is switching to new software and training in Conservation Desktop.

Kelly reported that producer contacted her regarding a non-eligible contract.

10 minute break.

Jeremy reviewed his activity report. H2Ohio is the majority of his time. SB299 verifications are due for payments.

ODA will be doing spot checks in April and May.

Julie reported that the organization of the board was incorrect. Lee- Chair, Bernie – Vice Chair, Ron – Secretary, Kris – Fiscal Agent, Dylan – Member. The correct organization was submitted to ODA.

Julie requested members for the nominating committee. Matt Davis of OSU OARDC was recommended. A committee needs named at the next regular board meeting.

Julie reported that there is a meeting for the SWCC supervisor election process in March 31 at ODA. Sunshine Law training is April 17 at Owens Community College. Julie will attend both meetings.

Julie reported that the Township Association Meeting is September 10, 2020 with the location to be determined. Voter turnout for the district increased having the district annual meeting coincide with the Township Association Meeting date. Bernie moved to approve a turn-key venue for the district annual meeting. Kris seconded. Motion carried.

Julie presented the dispensation form for deletion of a second computer of Nicki's and a monitor. They are to be donated to Nicki's church, Trinity United Methodist. Kris moved to approve the donation. Bernie seconded. Motion carried.

Kris moved to approved staff attendance and payment to Women in Ag. Ron seconded. Motion carried.

Julie reported that the next newsletter is in the works. The What We Do and district programs brochures need updated.

Julie reviewed her draft incomplete activity report.

Beth requested attendance to the Great Lake Commission Conference. Kris moved to approve attendance and payment to the conference. Ron seconded. Motion carried.

Beth reported the Great Lake Commission and Nutrient Reduction grant application is open. The Wood County Engineer's office will need to take the lead.

Beth reviewed her activity report. She noted that it is incomplete because time became dedicated to H2Ohio.

Abby reviewed her activity report. She noted that H2Ohio documents and forms continue to be updated and emailed out to the H2Ohio contact list.

Abby reported that CAP is sponsoring a Cover Crop Champion meeting on March 12 in Napoleon

Two minute drill:

Bernie: reported that he is speaking for AIF at the RC & D meeting on March 13. The Wildlife Expo is scheduled at Castaway Bay.

Beth: noted that the current workload for the staff is unsustainable.

Jeff: reported that Clark Hutson's position of Area Program Specialist was filled. Cathy Berg is the new Area 1 Program Specialist. Rebecca O'Neil is the Area 1 Program Specialist. Both will be starting in March.

Jim: reported that was elected Vice President of the TMACOG Ag Committee; AOC grants are available; H2Ohio information is received well by the attendees at each of the meetings.

Julie requested to add a \$100 donation to BG Independent News to the bills to be paid. Kris moved to approve the bills to be paid, sign the minutes, and the financial report. Ron seconded. Motion carried.

Kris moved to go into executive session at 11:10 for a personnel review and compensation. Dylan seconded. Motion carried. Roll call was taken: Dylan – yes, Lee – yes, Bernie – yes, Kris – yes, Ron – yes. Becky, Jim, and Jeff were included in executive session.

Lee called the regular meeting back to order at 12:50 PM.

Kris moved hire Jim Carter as the District Administrator under the new, posted job description. Bernie seconded. Motion carried.

Bernie moved to rescind the salary schedule approved at the special meeting on October 5, 2018. Ron seconded. Motion carried. Evaluations and salary are to be performance based. Staff activity reports are to be detailed and goal oriented.

Dylan moved to approve posting for an Administrative Technician with the job description being created. Kris seconded. Motion carried.

Kris moved to approve posting for a H2Ohio Technician with the draft description presented. Ron seconded. Motion carried.

The next regular board meeting will be Friday, March 20, 2020 at 8:00 AM.

Being no further business, Kris moved to adjourn the meeting. Dylan seconded. Motion carried. Meeting adjourned at 1:00 PM.

Respectfully submitted by Julie Lause, _____.

Lee E. Sundermeier, Chairman

Ron Snyder, Secretary