

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

**REGULAR BOARD MEETING  
June 19, 2020**

The meeting was called to order at 8:03 AM by Chairman, Lee E. Sundermeier.

The meeting was conducted via Zoom with access available to the public through a link per the temporary resolution for conducting public meetings during the current global pandemic.

**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

**SWCD Staff**

Jim Carter – Present  
Jeremy Gerwin – Present  
Beth Landers – Present  
Julie Lause - Present  
Abby Wensink – Present  
Beth Ann Keller - Present

**Guest**

Annette Rader, CPA- Radel, Smith & Associates

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

No correspondence was shared. Staff calendar was reviewed. (attached)

Kris moved to file regular meeting minutes. Bernie seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Annette gave the May treasurer's report and explained the new Quickbooks reports. She proposed that the district move to the Quickbooks online software. Staff will make the entries and Annette will review and reconcile monthly. The following balances were presented as of May 31, 2020. District Checking account \$ 38,229.94, District STAR Ohio \$293,120.69, District Special Fund \$333,923.18, Ditch Account \$211,773.11, SWAT Special Fund \$18,278.77, SWAT STAR Ohio \$69,142.83, WLEB –PP \$9,919.21, and WLEB-PP STAR Ohio \$5,352,213.02. Kris moved to file the treasurer's report. Ron seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Kris moved to approve the monthly purchase fee of Quickbooks online. The service will be purchased through Radel, Smith & Associates for \$20 per month. District staff will make the entries and write checks. Annette will review, reconcile, and provide reports. Dylan seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Annette will continue with the current agreement with Radel, Smith & Associates and the district through July. A new contract will be reviewed by the county prosecutor. Assignments to include monthly bank reconciliations, review auditor reports, budgeting (to be determined), treasurer's report for the board meeting, state audit and cash basis assistance.

Discussion continued on the role of the board of supervisors' officer positions. Jim is to contact Jeff Ankney regarding the reorganization of the fiscal officer position. Jim is to verify that any of the board members may sign the Certification of Available Funds on the Accounting Services Agreement with Radel, Smith & Associates.

Jim reported that he submitted the Form 11 and the internal audit.

Jim reported that the Carter Road and Bradner Road ditch projects began construction. Elwin ditch project to begin next. Collection on the Cloverdale Road Ditch #1890 is not complete. Refunds to be sent. (attached)

Jim reported that \$262,145.00 was transferred on June 16, 2020 from WLEB-PP STAR Ohio to the district account for payment to the requesting districts for the WLEB-PP Working Lands Buffer Program. Kris moved to approve the transfer of funds of the Banker District. Dylan seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Jim reported that Clark Hutson will do the SB299 internal audit June 24.

Jim presented a proposal for the use of the SB299 remaining district dollars. (attached) Discussion was held on operating systems of the current computers. Ron moved to approve the expenditures of purchasing all the computers if deemed necessary, the 3 year AutoCad subscription, and removing of the Quickbooks software approved during the treasurer's report. Kris seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Jim reported that with the revised H2Ohio program, producers need to reapply for the program and review the practices selected for the four years. One year of funding, beginning 2021, is guaranteed. Future funding is to be determined as the state budget continues to change with the impact of the pandemic. No new applications are to be received. Updated applications are due August 14. The district sent emails and letters to all county producers currently enrolled. Drainage water management practices can be installed in 2020 with their dollars allotted for production year 2021. VNMPs to be completed by December 2020. VNMP must be complete prior to practices being implemented. ODA hosted weekly update conference calls. Bi-monthly calls begin in July.

Jim reported that the staff would prefer to cancel the monthly subscription of Stamps.com and purchase and log stamps for office use. Large mailings will be taken directly to the post office with postage paid on the credit card for the exact number of letters mailed. Ron moved to approve the purchase of stamps. Dylan seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Jim reviewed his board report. (attached)

Becky reviewed the activity report. (attached) NRCS staff continue to telework with one day per week in the office.

Jeremy reported that there are five completed WLBP contracts complete. Kris approved payments for completed contracts, \$26,112.00. Ron seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Jeremy reported that Joe Rumschlag reviewed plans for water diversion on producer's property.

Jeremy reported that the design for a manure storage building is complete for a project this year.

Jeremy reported that he renewed the SAM registration for the SWAT grant reimbursement. Julie and Jeremy participated in the online ezFedGrants training to report and submit forms to receive SWAT reimbursements.

Jeremy reviewed his board report. (attached)

Julie reminded the board of the supervisor election changes. With the changes, there is a 44 day window for voting which includes the absentee voting period. Following discussion on the COVID-19 protocols and public gatherings, Kris moved to end the election period for election of supervisors on Thursday, September 10 by close of business. No annual

meeting or event will be held. Bernie seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Julie reported that the district traditionally gives the monthly planners at the annual meeting. Julie will check pricing for planners that can be made available for those coming into the district office for voting.

Julie reviewed her board report. (attached)

Beth reported that there she has outstanding TMACOG contracts.

Beth reported that AFT hosted the first Ohio online Learning Circles. 10 women participated.

Beth reviewed her board report. (attached)

Abby reported that she arranges a bi-monthly Zoom chat meeting with the CAP Cover Crop Champions.

Abby reported that there are four completed county Prevent Plant Cover Crop agreements and one correction from the May payment. Ron moved to approve the payments. Bernie seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Abby reviewed her board report. (attached) Much of her time was spent on QuickBooks entries beginning January 1. Annette will help move to the QuickBooks online and to enter the SB299 information for accurate reports.

Beth Anne reported that she has one completed CNMP for board signatures. Kris moved to sign the completed CNMP. Ron seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - yes.

Beth Anne reviewed her board report (attached) and that this was her first visit to Wood SWCD.

#### Two Minute Drill:

Jim: H2Ohio Technician salary funds were received in the amount of \$187,500.00 for years one and two. Discussion was held on the need for a new hire. Kris moved to post for the new position with the corrected job description. Bernie seconded. Motion carried. Roll Call: Lee - yes, Kris- yes, Dylan - yes, Bernie - yes, Ron - abstain.

The Zoom app stopped working 9:30 AM – 9:34 AM. Meeting suspended while zoom app not working.

Bernie: There will be a Wood County fair. Details to be determined.

Annette: Requested continued guidance on expected duties.

Lee: Explained the two minute drill to Beth Anne.

Dylan: Requested the meeting date changed because they are having a baby on July 17.

Kris moved to approve the bills to be paid, sign the minutes, and the financial reports. 16 district bills totaling \$30,831.54; 30 ditch refund payments totaling \$44,001.32; eight Special Fund bills totaling \$2,290.94. Ron seconded. Motion carried. Roll call: Lee-yes, Ron-yes, Kris-yes, Dylan- yes, Bernie-yes.

The next regular board meeting will be Wednesday, July 15, 2020 at 8:00 AM via Zoom and in office.

Being no further business, Bernie moved to adjourn the meeting. Dylan seconded. Motion carried. Roll call: Lee-yes, Ron-yes, Kris-yes, Dylan-yes, Bernie-yes. Meeting adjourned at 10:42 AM.

Respectfully submitted by Julie Lause, \_\_\_\_\_.

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Lee E. Sundermeier, Chairman

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Ron Snyder, Secretary