

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

**REGULAR BOARD MEETING  
March 20, 2020**

The meeting was called to order at 8:00 AM by Chairman, Lee E. Sundermeier.

**ATTENDANCE**

**Board of Supervisors**

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

**NRCS Staff**

Becky Duncan – Absent  
Kelly Copeland – Present

**SWCD Staff**

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

**Guest**

Annette Rader, CPA- Radel, Smith & Associates

Lee introduced Annette Rader, CPA with Radel, Smith & Associates. She was invited to meet the supervisors and staff as well as gain an understanding of the financial reports of the district.

Ron moved to approve the agenda with the addition of response to Covid-19 safety protocol. Kris seconded. Motion carried.

Correspondence was shared. Staff calendar was reviewed. (attached)

Ron moved to file the special board meeting minutes from March 10, 2020. Dylan seconded. Motion carried.

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

Annette introduced herself. Jim reviewed the February treasurer's report and explained each account. The following balances were presented as of February 29, 2020. District Checking account \$40,627.01, District STAR Ohio \$372,304.37, Special Fund \$206,490.05 and Ditch Account \$205,318.09. Dylan moved to file the treasurer's report. Kris seconded. Motion carried.

Ron moved to approve hiring Radel, Smith & Associates as the accounting office to manage the financial reports of the district. Dylan seconded. Motion passed. Roll call: Dylan – yes, Ron – yes, Lee – yes, Kris – abstain. Kris did not take part in discussion.

Annette exited.

Dylan moved to approve the permission for Jim to negotiate a payment rate with the CPA following an in office meeting and review of CPA workload necessary. Ron seconded. Motion carried. Roll call: Dylan – yes, Ron – yes, Lee – yes, Kris – abstain.

Kris moved to approve a blanket transfer of funds by Jim Carter as needed. Dylan seconded. Motion carried. This is per the request of the state auditor upon the 2017-2018 audit review.

Ron moved to approve moving \$25,000 to SWAT Special Fund from District STAR Ohio to fulfill the 2020 fund commitment to the SWAT agreement. Kris seconded. Motion carried.

Kris moved to approve moving \$50,000 to SWAT STAR Ohio from the District STAR Ohio. This amount is the remaining balance of funds to fulfill the commitment in meeting the SWAT agreement match of funds. Dylan seconded. Motion carried.

Discussion was held on the position of the board of supervisors' fiscal agent. Board of supervisor offices held rotate each year; however the fiscal agent position has been held by the same board member for multiple consecutive years. Ron moved to approve that Dylan shadow Kris as the fiscal agent through the months leading to the Annual Meeting with the potential board reorganization of the fiscal agent. Kris seconded. Motion carried. The process of changing bank signatures is difficult during the COVID-19 health crisis.

Jim reported that the H2Ohio Technician and District Technician positions have been posted. Applications are being received via email to wcdswcd@woodswcd.com. Jim reported on the resources contacted for posting. Kris recommended Ohio Means Jobs through JFS.

Kris moved to sign the WLEB – Phosphorus Program Supplemental Agreement. Dylan seconded. Motion carried.

Jim reported that the Elwin/Dunipace ditch committee and Cloverdale Road ditch committees are meeting to determine the progression of the projects. Mercer Road ditch project is ready to begin.

Jim reported on the completed district H2Ohio agreements. 53,600 acres, 78 agreements, over \$8.1 million in encumbered funds. Kris moved signed the agreements. Dylan seconded. Motion carried.

Kris moved to sign the WLEB H2Ohio Project Area Support Staff Agreement. Dylan seconded. Motion carried.

Jim reported that in response to the COVID-19 health crisis safety protocol, USDA is only meeting by appointment. Offices are closed to the public with staff working in the office. Wood county offices are also closed to the public. Visitors must call first and then be subject to a temperature check prior to entering the courthouse.

Ron moved to approve revising the district operations to meet county offices protocol in response to COVID-19. Beginning Monday, March 23, 2020, office doors closed to the public. Staff is to meet with public by appointment only. Staff to report to the office as they choose for their safety. Beginning April 1, 2020, H2Ohio meetings only two days per week. No spring practices available as of April 1. Kris seconded. Motion carried. Wood County policies will be followed should there be a change in the county directive.

It was noted that video and conference call options are available through ODA and the OFSWCD. The district needs to request the date to be utilized.

A five minute break was taken at 9:47 AM.

Kelly reported for Becky. The activity handout was reviewed. Kelly updated the report to seven program contracts from four.

Kelly reported that the state office service centers are closed to the public per the pandemic policy. Her time will be limited in the offices. (attached)

Kelly reviewed the Cooperative Working Agreement with NRCS, SWCD, and ODA.

Kelly read the policies and Civil Rights Responsibilities to the board of supervisors and staff. No questions presented.

Kelly reviewed 1619. Kelly noted specifically that producer/contract holders by name are not public knowledge.

Kelly reported that the posted office hours are 7:30 AM – 4:00 PM Monday – Friday.

Kelly noted that each board member is to sign the acknowledgements. Bernie was absent.

Jeremy reviewed his board activity report. (attached) SB299 agreements are complete for payment approval at the April board meeting.

Julie requested the members of the nomination committee: Lee Sundermeier, Jonathan Haines, and Alan Sundermeier.

Julie presented the donation request for the Don Rehl Memorial Fund for the Envirothon. No donation to be made this year with the Envirothons cancelled.

Julie reported that the Beth wrote an article for the Sentinel-Tribune special Ag Report edition. The program and district brochures need updated.

Julie reviewed her board activity report. (attached) Trainings and meetings were cancelled.

Beth reviewed her board activity report. (attached) Events and presentations were cancelled. The Wood County Engineer's office is waiting to move forward on the grants.

Abby reviewed her board activity report. (attached)

Two minute drill:

Kris: Nikki Hawk, Mercer SWCD District Administrator, is the new OACI coordinator working through the OFSWCD.

Lee: The board of supervisors may need to meet for interviews of the job applicants. March 31 is the deadline. Communication with one another is important.

Beth: Need to use annual leave time to keep balance under allotted balance. Will work with the staff to accommodate schedules.

Jim: Will keep the staff and board updated of the ongoing changes with COVID-19 protocols.

Kris moved to approve the bills to be paid, sign the minutes, and the financial reports. Ron seconded. Motion carried.

The next regular board meeting will be Friday, April 17, 2020 at 8:00 AM.

Being no further business, Kris moved to adjourn the meeting. Dylan seconded. Motion carried. Meeting adjourned at 10:32 PM.

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

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Lee E. Sundermeier, Chairman

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Ron Snyder, Secretary