



Monthly Board Meeting

January 9, 2023

The Licking County Soil and Water Conservation District Board of Supervisors met at 4:30 p.m. at the Ag Service Center- 771 E. Main St., Newark, OH 43055

Those present were:

Supervisors	District Staff	District Staff	NRCS	Associate Board	Guests
Bill Goodman	Kristy Hawthorne	Linda Nicodemus	Joe Koehler	Jeff Baker	Annie Parson
Ron Thompson	Britney Stuller	Deirdre Wise	Carlton Howard	Jeff Bates	Comm. Rick Black
Rodney Tornes	Joe Jarvis	Harley Kirkingburg	Mike Puckett		
Seth Dobbelaer	Kyle Seitz	Nick Garavuso			
Kim Byce	Abbie Hogue	Briana Hodgson			

Chair Dobbelaer called the meeting to order at 4:31 pm and led the Pledge of Allegiance.

- I. OATH OF OFFICE-** Commissioner Rick Black
 - a. Commissioner Black swore in Kim Byce and Bill Goodman.
- II. BOARD PROFESSIONAL DEVELOPMENT-** Integrative GIS; Annie Parson update on GIS team training & projects
 - a. Annie discussed the training she is doing with our staff and shared the website the staff has been working on. She stated they are working towards complete ownership instead of relying on software. Annie also discussed the timeline of training and the next steps.
- III. PUBLIC COMMENTS & STAFF REPORTS**
 - a. Written report provided and discussed
- IV. REORGANIZATION- 2024 Officer Positions- SEE ATTACHED**
- V. COMMITTEE APPOINTMENTS- Chairs and Members- SEE ATTACHED**
- VI. CONSENT AGENDA**
 - a. Minutes of October 10, 2023 Board Meeting
 - b. Special Fund Financial Report- November
 - c. District Fund Financial Report- November
 - d. Aged Receivables Report
 - e. Cash Disbursements Report- December
 - f. Leave Balance Financial Obligation Report- 23, 24, 25
 - g. Overtime/Comp Time approval- listed on Cash Disbursement Report
 - h. Special Fund transfer from PERS to Hospitalization

Seth Dobbelaer moved to approve the Consent Agenda items a-h for December/January 2023/2024 Rodney Tornes seconded. Motion carried unanimously.

VII. OLD BUSINESS- none

VIII. NEW BUSINESS-

- a. Committee restructure and chair appointments and recruitment process- tabled until February

IX. COMMITTEE AND OTHER REPORTS

- a. NRCS Report- Carlton Howard- written report provided from Joe Koehler and Carlton discussed
- EQIP Deadline is February 15th
 - There is still extra funding from the IRA
 - CRP is on hold but still being reviewed. Waiting on the Farm Bill.
- b. District Report- Kristy Hawthorne
- Urban Program update- Linda Nicodemus
 1. Linda provided a written report of 2023 in review. She discussed everything that her staff has accomplished and worked towards in 2023.
 2. Linda discussed updating the Hanover MOU to charge more fees for additional services.
 - District Update- Kristy Hawthorne
 1. Kristy discussed the Kane Learning Strategic plans
 - a. Looking into a Board Retreat that will take at least 5 hours
 2. Kristy went over ideas for the 80th Anniversary celebration of Licking Soil & Water
 - a. Will be holding an open house and purchasing promotional items
- c. Building/Equipment/Safety Committee- no updates
- d. Budget Committee- Chair Goodman -
- Commissioners have adopted the annual appropriation 2024 budget
 1. Discussed possibility of hiring an Assistant Director to help Kristy with the growing staff. Budget has been approved for the year, so it may have to wait until next year.
- e. Grant Sub-Committee- Chair Dobbelaer – no updates
- f. Program Committee-
- Strategic Planning contract in process- should be able to start by January
 1. Kristy discussed in district updates
- g. Policy/Personnel Committee- Chair Tornes -
- Ag Tech, Tayler Coy starting January 16th
 - AmeriCorps Outreach/Educator, Jenna Baer starting January 16th
 - Merit Raises

Seth Dobbelaer moved to approve the 2024 staff merit raises: Kristy Hawthorne from \$36.07 to \$37.78 (4.7% Merit); Kyle Seitz from \$26.19 to \$27.00 (3.1% Merit); Nick Garavuso from \$21.00 to \$21.65 (3.1% Merit); Linda Nicodemus from \$31.36 to \$32.51 (3.7% Merit); Harley Kirkingburg from \$21.00 to \$21.67 (3.2% Merit); Deirdre Wise from \$25.96 to \$26.89 (3.6% Merit); Joe Jarvis from \$25.95 to \$26.99 (4% Merit); Britney Stuller from \$25.20 to \$26.04 (3.3% Merit). Bill Goodman seconded. Motion carried unanimously.

- h. Nominating Committee- Chair Byce -
- i. Legislative Committee-
 - DPA meetings with Claggett, Miller, Balderson representative
- j. Board & Associate Board member reports
 - OFSWCD Annual Meeting- January 22nd-24th
 - Groundhog Breakfast- February 2nd at 6am.

Rodney Tornes moved to adjourn at 6:39 pm, Seth Dobbelaer seconded. Motion carried unanimously.

Respectfully submitted,

Britney Stuller, Operations Coordinator LCSWCD

Ron Thompson, Chair LCSWCD

Bill Goodman, Secretary/Treasurer LCSWCD

IV. REORGANIZATION- 2024 Officer Positions

- **Chair**

Nomination: Ron Thompson

Motion by: Bill Goodman 2nd: Seth Dobbelaer

Motion to close nomination: _____

2nd: _____

Operations Coordinator calls for vote

Kim Byce- Yes Seth Dobbelaer- Yes Bill Goodman- Yes

Rodney Tornes- Yes ~~Ron Thompson~~

- **Vice-Chair**

Nomination: Kim Byce

Motion by: Seth Dobbelaer 2nd: Bill Goodman

Motion to close nomination: Ron Thompson

2nd: Rodney Tornes

Operations Coordinator calls for vote

~~Kim Byce~~ Seth Dobbelaer- Yes Bill Goodman- Yes

Rodney Tornes- Yes Ron Thompson- Yes

- **Secretary/Treasurer –**

Nomination: Bill Goodman

Motion by: Ron Thompson 2nd: Kim Byce

Motion to close nomination: Kim Byce

2nd: Rodney Tornes

Operations Coordinator calls for vote

Kim Byce- Yes Seth Dobbelaer- Yes ~~Bill Goodman~~

Rodney Tornes- Yes Ron Thompson- Yes

- **Fiscal Agent –**

Nomination: Seth Dobbelaer

Motion by: Kim Byce 2nd: Rodney Tornes

Motion to close nomination: Rodney Tornes

2nd: Bill Goodman

Operations Coordinator calls for vote

Kim Byce- Yes ~~Seth Dobbelaer~~ Bill Goodman- Yes

Rodney Tornes- Yes Ron Thompson- Yes

Member with no Office- “member” of Board- Rodney Tornes

PNB requirements for Treasurer and Fiscal Agent:

Need Social Security Numbers and Date of births for new signers, as well as, a copy of a valid Government issued id before we can add them as signers.

V. COMMITTEE APPOINTMENTS-

- ~~Building/Equipment/Safety Committee~~

Chair: _____ Members: _____

Provides recommendations for technology, equipment, rental program, fleet maintenance, building and barn maintenance, and safety policy.

Need Chair and up to one additional Board member

- **Budget Committee** –

Chair: Bill Goodman, Members:

Contributes to the annual budget process. Revisits approved budget throughout the year to compare true income and expenses. Completes internal fiscal checks and balances.

Need Chair and one additional Board member. DPA and AA work closely with this committee.

Treasurer typically is Chair.

- **Grant Sub-Committee:** Seth Dobbelaer & Kim Byce

The committee to plan and execute new mini-grant program to be introduced in 2019. 1 member of budget committee and 1 member of Program Committee

- ~~Program Committee~~

Chair: _____ Members: _____

Assists with developing and monitoring the Annual Plan of Work and Strategic Plan; volunteers for programs; represents the Soil & Water District at community events.

Need Chair and up to one additional board member

Recruits community members and conservation minded individuals invited to join

- **Policy/Personnel Committee** –

Chair: Rodney Tornes, Members:

Reviews & recommends updates to the employee personnel policy ensuring compliance with County, State and Federal law. Recommends updates to job descriptions and makes suggestions for the staff evaluation process.

Chair and up to one additional board member

- **Nominating Committee** –

Chair: Kim Byce, two other non-Board members: _____

to be appointed at a later time. Recruits nominees for Board election. Continuously recruits for committee members and associate board members.

Chair and 2 non-Board members to serve

Chair cannot be up for election that year

- **Records Retention Commission-**
 Chair: _____
 Representative to oversee compliance with annual Records Retention Schedule; meets once a year; online training required.
 Need one Board representative to serve. Representatives from Prosecuting Attorney's office, County Records and Archives, and SWCD AA
- ~~**Legislative Committee-**~~
 Chair: _____
 Track local, state and federal legislative initiatives involving soil & water topics. Need Chair and up to 1 additional Board member.
- ***New* Ag Committee**
 Chair: _____
 Liaison to Board. Provides recommendations for agriculture programs such as Farmland Preservation, MWCD cost share programs and recommendations for workshops.
 Work with Ag Tech, NRCS District Conservationist, Farmland Preservation program coordinator.
- ***New* Stormwater Committee**
 Jeff Bates & Rodney Tornes
 Liaison to Board. Provides recommendations for stormwater related programs such as community stormwater education, streamlining processes, partner education and Clean Contractor Expo creation.
 Work with Stormwater Manager and urban team.
- ***New* Education Committee**
 Chair: _____
 Liaison to Board. Works with educator and team to review programming, provide recommendations and assist with marketing. Some of the programs include: Educator Workshops, Envirothon, OCVN and HFNRA programming.
 Work with Educator and Outreach Coordinator.