



Monthly Board Meeting January 10, 2023

The Licking County Soil and Water Conservation District Board of Supervisors met at 4:00 p.m. at the Ag Service Center- 771 E. Main St., Newark, OH 43055

Those present were:

Supervisors	District Staff	NRCS Staff	Associate Board	Public Guests
Bill Goodman	Kristy Hawthorne	Joe Koehler	Jeff Baker	Tim Bubb
Ron Thompson	Britney Stuller		Jeff Bates	Pam Jones
Rodney Tornes	Joe Jarvis		Mamie Hollenback	
Seth Dobbelaer	Kyle Seitz			
Kim Byce (Zoom)	Brent Dennis			
Rodney Tornes	Briana Hodgson			
	Linda Nicodemus			
	Deirdre Wetmore			

Absent: Brent Dennis, Briana Hodgson, Jeff Baker & Mamie Hollenback

Chair Dobbelaer called the meeting to order at 4:30 pm and led the Pledge of Allegiance.

I. OATH OF OFFICE

- a. Rodney Tornes sworn in by Commissioner Tim Bubb

II. BOARD PROFESSIONAL DEVELOPMENT

- a. Commissioner Bubb~ County update
 - Commissioner Bubb gave a short update and stated there would be a big announcement on another development in February.

III. PUBLIC COMMENTS & STAFF REPORTS

- a. Staff discussed District Highlights

IV. REORGANIZATION - Officers

- Chair

Nomination: Seth Dobbelaer

Motion by: Kim Byce 2nd: Bill Goodman

Motion to close nomination: Ron Thompson

2nd: Bill Goodman

DPA calls for vote

Kim Byce- Yes

Seth Dobbelaer-

Bill Goodman- Yes

Rodney Tornes- Yes

Ron Thompson- Yes

- Vice-Chair

Nomination: Kim Byce

Motion by: Bill Goodman 2nd: Seth Dobbelaer

Motion to close nomination: Seth Dobbelaer

2nd: Rodney Tornes

DPA calls for vote

Kim Byce-

Seth Dobbelaer- Yes

Bill Goodman- Yes

Rodney Tornes- Yes

Ron Thompson- Yes

• Secretary/Treasurer

Nomination: Bill Goodman

Motion by: Seth Dobbelaer 2nd: Rodney Tornes

Motion to close nomination: Ron Thompson

2nd: Seth Dobbelaer

DPA calls for vote

Kim Byce- Yes

Seth Dobbelaer- Yes

Bill Goodman-

Rodney Tornes- Yes

Ron Thompson- Yes

• Fiscal Agent

Nomination: Ron Thompson

Motion by: Seth Dobbelaer 2nd: Kim Byce

Motion to close nomination: Seth Dobbelaer

2nd: Bill Goodman

DPA calls for vote

Kim Byce- Yes

Seth Dobbelaer- Yes

Bill Goodman- Yes

Rodney Tornes- Yes

Ron Thompson

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. CONSENT AGENDA

a. Minutes of December 14, 2022 Board Meeting

b. Special Fund Financial Report

c. District Fund Financial Report

d. Aged Receivables Report

e. Cash Disbursements Report

f. Leave Balance Financial Obligation Report- ~~periods 23, 24 & 25~~

g. OT- listed on Cash Disbursement Report

h. Transfer Funds from District Checking to District Money Market- \$40,000.00

i. Sick Leave Conversion- Hawthorne (per policy: transfer 48 hours of sick leave to 24 hours vacation time)

j. Unassign funds for 2019-2021 Mini Grant funds in District Fund

Bill Goodman moved to approve the Consent Agenda items a-j, excluding ‘f’ for January 2023, Ron Thompson seconded. Motion carried unanimously.

VI. OLD BUSINESS

a. Solar Developments-

- **Union Ridge (Harrison Township)-**

1. No update

- **Open Roads Renewables (Hartford Township)**

1. Contracts with Open Roads Renewables to review and discuss
 - a. Escrow account holder for good neighbor agreements- Hawthorne would like to schedule a meeting with the landowners who have a Good Neighbor Agreement to understand what their expectations are for us as the escrow holder.

b. FEMA BRIC Grant Update

1. The FEMA Hazard Mitigation Grant for just under \$350,000 was submitted Friday, January 6th. Awards will be announced in June 2023.

c. South Licking Watershed Conservancy District Projects

- Annual Meeting December 16th

1. Hawthorne distributed and discussed the Report that was provided at the Annual Meeting outlining what Soil & Water does to help the district.

- The South Fork Watershed Conservancy District has been approved for a total of 3 grants in 2022 (refresher). Hawthorne provided the following descriptions of the 2022 grants:

1. OHIO SILVER JACKETS - The Ohio Silver Jackets Team is an interagency team dedicated to creating a collaborative environment to bring together Federal, State, local, and other stakeholders to develop and implement solutions to natural hazards and mitigation by combining available agency resources, which include funding, programs, and technical expertise. The Ohio Silver Jackets Team was the first state team in the Silver Jackets program.

- a. US Army Corp of Engineers Flood Damage Reduction Projects (Section 205): SLWCD grant for \$125,000 to study the debris field in the South Fork, Raccoon Creek, Lobdell, Muddy Fork, and Ramp Creek. There were 403 debris fields identified from one tree to total blockage.
 - i. The 1948 Flood Control Act authorizes the Corps of Engineers to study, design, and construct small flood control projects in partnership with non-Federal government agencies, such as cities, counties, special authorities, or units of state government. The Feasibility Study is 100 percent federally funded up to \$100,000. Costs over \$100,000 are shared equally with the non-federal sponsor. Up to one-half of the non-federal share can be in the form of in-kind services.
- b. US Army Corp of Engineers Section 208 – Snagging and Clearing for Flood Control: Once Section 205 study is complete, this fund is for actual debris removal up to \$500,000.
 - i. Section 208 of the Flood Control Act of 1954, as amended, gives authority to the U.S. Army Corps of Engineers to partner with a non-federal sponsor to plan for and provide removal of accumulated snags and other debris from waterways and to clear stream channels in the interest of flood control. Each project considered must be complete within itself, and not part of a larger project. The limited scope of these projects allows for prompt action to eliminate the threat of flooding. Maximum federal expenditure per project is \$500,000, including

feasibility, design, and construction costs. The sponsor's cost share is limited to a maximum of 50% of total project cost when the project is under the maximum federal expenditure.

Operation and Maintenance • Sponsor is responsible for all operation and maintenance costs once project is completed

2. Muskingum Watershed Conservancy District (MWCD) Partners in Watershed Management Grant Program – Grant approved for \$250,000. In an effort to support the work of agencies and groups involved in conservation programs, water quality issues, and flood reduction and mitigation projects, the Muskingum Watershed Conservancy District (MWCD) has developed the Partners in Watershed Management (PWM) Project Assistance Program. This program provides assistance to local communities, agencies and groups involved in projects and programs that support the conservation and flood control aspects of the Mission of the MWCD.

Project Description:

The Applicant is seeking funds to prepare a planning study to identify measures and funding requirements pertaining to flood damage reduction and environmental protection for the portion of the South Fork Licking River watershed within SLWCD boundaries. The planning study and findings will serve as the basis for updating the Official Plan for the SLWCD, which is based on a 1980 study and addendums. The Planning Study will also identify measures for inspecting and maintaining stream channels within the SLWCD boundary, for the purpose of preserving the flood carrying capacity and preventing large-scale channel bank erosion.

Project Benefit:

The explicit goal is to develop a planning study with sufficient detail to develop recommendations for flood damage reduction projects within the South Fork Licking River Watershed, leading to an update to the Official Plan for the SLWCD and an appraisal of benefits to establish the required funding mechanism for program implementation.

d. H2Ohio Wetlands Grant

- Deadline for 2023 applications is expected to be July 1st.
 1. Kyle Seitz continues to look for a good site with willing landowners.

e. Intel

- Central Ohio Water Group- Environmental Foundations contracted with national and international businesses moving into the area have been in contact with the Nature Conservancy looking for projects in the Scioto watershed. Hawthorne has reached out to Foundations directly as well as continued to be part of the group conversation.

VII. NEW BUSINESS

- a. Licking County Records & Archives contract services~ Scanning documents, record disposal per Record Retention Schedule
 - Hawthorne went over agreement and explained Soil & Water is on the schedule this summer for scanning/shredding.

Kim Byce moved to enter into an agreement with Licking County Records & Archives, Bill Goodman seconded. Motion carried unanimously.

VIII. COMMITTEE AND OTHER REPORTS

- a. NRCS Report- DC Joe Koehler**
 - Koehler went over report
 - Program Deadlines: Wetland Reserve Easement- February 17th, 2023
 - Local Work Group planning
 1. Hawthorne and Koehler discussed the benefits of local work groups and working with local landowners.

- b. District Report- Kristy Hawthorne**
 - Urban Program update- Linda Nicodemus
 1. Linda discussed the contracts for the OEPA MS4 permit (MCM 1, 2, & 6 only) and explained what Soil & Water provides:
 - a. City of Newark (\$10,000.00/year)
 - b. Heath (\$5,000.00/year)
 - c. Village of Hanover (\$3,400.00/year)
 - d. Pataskala (\$5,000.00/year)
 2. Projects in progress & violations update was provided
 3. MCM 5- Post Construction Inspections- contract for services update
 - a. Linda and Joe discussed the meeting with Mark McCabe and explained his input and recommended changes/updates. Linda and Joe will be working to update the plan and be in compliance.
 - District Update- Kristy Hawthorne
 1. OFSWCD resolution- Resolutions offered at the Annual Partnership meeting in February set the legislative priorities for OFSWCD. Fairfield has provided a resolution for consideration in packet. Licking SWCD can be a co-sponsor (due by January 30th) Board would like to delegate (typically Bill Goodman) to cast Licking County's vote during the partnership meeting.
 - a. Hawthorne discussed the provided resolution and explained what it entails. Board agreed to look over it more in depth and email their thoughts before the OFSWCD meeting
 2. Tree Sale- nursery orders complete, dates set, order sheet/descriptions updated
 - a. Plan to start taking orders Friday, January 13th
 3. LAEPP approved local sponsor for 2023- Pre-Application deadline January 20th
 - a. Hawthorne stated all 2022 monitoring was completed by Briana by the end of the year.
 4. Information Meeting for project area's large landowners went well. Meeting was well attended with approximately 20 landowners.
 5. Licking County Township Association meeting January 7th from 10a-1p.
 - a. Attendees are Licking County Township trustees and fiscal officers as well as all department heads. Soil & Water will share an update as well. The trustees in

the Raccoon & Lobdell creek watershed have been invited to meet with us at 9am that morning for an update on the US Army Corp debris removal grant.

- i. Hawthorne and Nicodemus discussed attending the meeting and the conversations they had with other Townships.

c. Building/Equipment/Safety Committee- Chair Tornes-

- Cubicle quote for needed workspaces~ \$6,766 to complete additional work space behind reception area.

Kim Byce moved to approve the RSFI quote of \$6,766.00 to build additional workspaces Ron Thompson seconded. Motion carried unanimously.

- Vehicle procurement- truck options

1. Cost of vehicles have skyrocketed. Tornes suggested looking into SUV as a cheaper route, will update next meeting after more research.

d. Budget Committee- Chair Thompson-

- Review of 2022 Special Fund balances

1. Hawthorne discussed end of year balances and stated the direction she would like to head this year.

- Grant Sub-Committee- Chair Thompson-

1. 2023 Application will open in March; deadline in September

- a. Distributed 2022 applications for review and comments for improvements

e. Program Committee- Chair Byce-

- 2023 Board Retreat and/or professional development- requests/ideas from Board

1. Discussed staff presenting and looking to hold it in March

- Annual Plan of Work- Soil & Water goals for 2023

1. Kim Byce discussed and stated the Annual Plan of Work is due May 31st

- Long Term Strategic Planning- thoughts on hiring consultant, timeframe

1. Hawthorne discussed the time frame and stated it is a very lengthy process.
2. Continuing to look into a consultant that best fits our needs.

f. Policy/Personnel Committee- Chair Goodman-

- Urban Technician job announcement update: Harley Kirkinburg offer~ motion to approve employment

Bill Goodman moved to approve hiring Harley Kirkingburg for the Urban Technician at \$20.00/hour, Ron Thompson seconded. Motion carried unanimously.

- Required Ethics & Sunshine Law- appoint delegate for the Board to take the training in 2023

Ron Thompson moved to approve Britney Stuller as the Ethics & Sunshine Law delegate for 2023, Rodney Tornes seconded. Motion carried unanimously.

g. Nominating Committee- Chair Byce-

- Mamie Hollenback, Jeff Bates, Jeff Baker- Associate Board member appointment

Ron Thompson moved to appoint Mamie Hollenback, Jeff Bates & Jeff Baker as Associate Board members, Bill Goodman seconded. Motion carried unanimously.

- Would like to keep October as “Election month” and move Annual Meeting to October as well
 1. Election will be October 2nd-31st
 2. Timeline spreadsheet was shared and dates reviewed.

h. Legislative Committee- Chair Goodman-

- 2023 Elected Officials Tour
 1. Hawthorne explained the purpose of the Elected Officials Tour. Stated we would rent buses to show officials Ag & Urban examples.
- Hawthorne and Goodman will be attending a Farm Bureau meeting in Mount Vernon to visit with Congressman Balderson on January 13th.

i. Board & Associate Board member reports

Motion to enter into Executive Session for the purpose of Staff Evaluations made by Seth Dobbelaer at 6:11 pm

Seconded by Kim Byce

Roll Call (circle Y / N)

Seth Dobbelaer	(Y) N
Bill Goodman	(Y) N
Rodney Tornes	(Y) N
Ron Thompson	(Y) N
Kim Byce	(Y) N

Re-entered Open Session at 6:51 pm

Ron Thompson moved to approve the following Merit and Cost of Living raises: Kristy Hawthorne from \$32.09 to \$34.35 (Merit: 4% & COLA: 3%), Brent Dennis from \$25.39 to \$26.91 (Merit: 3% & COLA: 3%), Britney Stuller from \$20.00 to \$21.38 (Merit: 3.9% & COLA: 3%), Briana Hodgson from \$22.09 to \$23.52 (Merit: 3.5% & COLA: 3%), Kyle Seitz from \$23.35 to \$24.94 (Merit: 3.8% & COLA: 3%), Joe Jarvis from \$23.15 to \$24.71 (Merit: 3.7% & COLA: 3%), Linda Nicodemus from \$29.00 to \$29.87 (COLA: 3%), and Deirdre Wetmore from \$24.00 to \$24.72 (COLA: 3%), Rodney Tornes seconded. Motion carried unanimously.

Upcoming Meetings/Important Dates:

Regular evening calendar events for office/staff:

- 1st Tuesday of the month – Professional Agrarians, Farm Bureau Board
- 3rd Thursday of the month – Buckeye Lake for Tomorrow
- 4th Monday of the month – LC Planning Commission
- 4th Tuesday of the month – South Licking Watershed Conservancy District

Soil & Water event schedule:

Jan 13: Tree Sale live
Mar 24: Tree orders and Free Trees for Students forms due
Apr 7: Deadline for River Round Up poster entries
Apr 10-14: Trees delivered
Apr 17-20: Tree wrap & other county pick up
Apr 18: Tri-County Envirothon
Apr 21 and 22: Tree pick-up days
Apr 22: Backyard Conservation Day @ Office
Apr 26: Area 3 Envirothon

Administrative Important Dates:

Annual Reporting in Beehive complete: January 30
IRS 1099 Reporting: January 30
IRS 1096 Reporting: February 28
SWCD Board Reorganization form submitted to ODA: February 1
Cash Basis Report submitted to Auditor of State: March 1
Form 11/Annual Plan of Work due: May 31

Partner Association Trainings:

OFSWCD State-Wide Meetings:

- Annual Meeting: February 20-22, 2023 Downtown Columbus (20th - internal meetings, 21-22 conference)
- Summer Supervisor School: TBD – Typically late July

NACD National Conference: Feb 11-15, New Orleans –Kristy, Britney, Seth attending

Center for Watershed Protection: April 25-28, San Diego, CA – Linda, Kristy attending

2023 federal holidays:

New Year's Day: Monday, January 1 (observed)
Martin Luther King Jr Day: Monday, January 16
President's Day: Monday, February 20
Memorial Day: Monday, May 29
Juneteenth: Monday, June 19
Independence Day: Tuesday, July 4
Labor Day: Monday, September 4
Indigenous Peoples' Day (also observed as Columbus Day): Monday, October 9
Veterans' Day: Saturday, November 11 (observed Friday, October 10)
Thanksgiving: Thursday, November 24
Christmas Day: Monday, December 25

Other important days to note:

Feb 2: World Wetlands Day
Mar 3: World Wildlife Day
Mar 18: Global Recycling Day
Mar 21: World Water Day
Apr 22: Earth Day
Apr 28: Arbor Day

Ron Thompson moved to adjourn at 6:55 pm. Rodney Tornes seconded. Motion carried unanimously.

Respectfully submitted,

Britney Stuller, Administrative Assistant LCSWCD

Seth Dobbelaer, Chair LCSWCD

Bill Goodman, Secretary/Treasurer LCSWCD