

**REGULAR MONTHLY MEETING
LICKING COUNTY SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
January 14th, 2008**

The Licking County Soil and Water Conservation District, Board of Supervisors met Wednesday, January 14th, 2008 at 7:00 p.m. at the Agriculture Service Center, Newark, Ohio. Those present were:

<u>Supervisors</u>	<u>District Staff</u>	<u>NRCS Staff</u>
Jeff Carr – VC	Jim Kiracofe	John Johnson
Charles Warthen-F	Lindsey Grimm	
Jim Hoover- M		
Jim Conrad – Sec/Treas		
Debra Walton		

Vice Chairman Carr called the meeting to order at 7:03 p.m.

DPA Kiracofe administered the Oath of Office to newly elected Board member Debra Walton.

Vice Chairman Carr directed DPA Kiracofe to conduct the Board re-organization.

DPA Kiracofe asked for nominations for Board chairman. A motion to nominate Board member Carr as chairman was made by Warthen and seconded by Hoover. A motion to close the nominations was made by Warthen and seconded by Hoover. Both motions passed unanimously.

DPA Kiracofe asked for nominations for vice chairman. A motion to nominate Board member Walton as vice chairman was made by Warthen and seconded by Hoover. A motion to close the nominations was made by Hoover and seconded by Carr. Both motions passed unanimously.

DPA Kiracofe asked for nominations for a fiscal agent. A motion to nominate Board member Warthen as fiscal agent was made by Hoover and seconded by Carr. A motion to close the nominations was made by Hoover and seconded by Walton. Both motions passed unanimously.

DPA Kiracofe asked for nominations for Secretary/Treasurer. A motion to nominate Board member Conrad was made by Warthen and seconded by Carr. A motion to close the nominations was made by Carr and seconded by Walton. Both motions passed unanimously.

Board member Hoover will serve as member. Board member Hoover also serves the District as an Area III OFSWCD Director.

Chairman Carr asked if there were any additions or corrections to the minutes of the December 12th, 2007 Board Meeting. A motion to approve the minutes was made by Conrad and seconded by Walton. The motion passed unanimously.

The Financial Report was reviewed with the following balances as of December 31, 2007:

District Fund Checking Account.....	44,714.12
Star Ohio Savings Account	158,142.19
Certificate of Deposit	15,000.00
Change Account	100.00
Special Fund.....	179,307.38

Financial Report–Chairman Carr asked if there were any questions on the Financial Report. A motion to approve the Financial Report was made by Warthen and seconded by Conrad. The motion passed unanimously.

Invoices- Chairman Carr asked if there were any questions on the invoices. A motion to approve the invoices was made by Warthen and seconded by Conrad. The motion passed unanimously.

Aged Receivables Report – Chairman Carr asked if there were any questions on the Aged Receivables. Board member Conrad asked if Mr. Redman has paid. A motion to accept the Aged Receivables Report noting that Mr. Redman had paid was made by Conrad and seconded by Warthen. The motion passed unanimously.

Leave Balances – Chairman Carr asked if there were any questions on the Leave Balances. A motion to accept the Leave Balances was made by Warthen and seconded by Conrad. The motion passed unanimously.

I. PUBLIC COMMENTS:

Rick Black, a Union Twp. resident, 5th generation farmer and lifelong resident introduced himself. Mr. Black stated he is running for County Commissioner in the March primary. He is visiting various organizations in the county to become more familiar with their missions and operations. The Board and Mr. Black discussed the relationship between the District and the Commissioners Office.

II. OLD BUSINESS:

A. Pollution Abatement Investigation Status Report – DPA Kiracofe stated last month the Board acknowledged the Pollution Abatement Complaint received by the District on the George Griffith farm. Kiracofe stated District Technician Evans, ODNR Resource Specialist Bob Mulligan and himself visited Griffith's farm on December 14th, 2007. The complaint was reviewed with Mr. Griffith along with the Ohio Pollution Abatement Laws. An inventory of the site was made with Mr. Griffith. The complaint was determined to be valid. Several temporary and permanent alternatives were discussed with Mr. Griffith. Mr. Griffith agreed to implement temporary measures immediately and was receptive to resolving the pollution problem with permanent measures. Mr. Griffith has agreed to not put any new cattle in the feed lot, once the current cattle go to market. It was agreed the cattle would be removed from the lot by March 1, 2008. Kiracofe will follow up with Mr. Griffith to see that he has followed the agreement. Board members had several comments and asked questions. Kiracofe responded to the questions. Chairman Carr asked if the Board needed to acknowledge Mulligan's report. Kiracofe requested the Board formally acknowledge the report and what Mr. Griffith agreed to. A motion to accept Mulligan's report and Griffith's agreed to items; was made by Warthen and seconded by Hoover. The motion passed unanimously.

B. Future Program Committee Report for Utilizing State Match Funds - Jim Hoover reviewed the January 8, 2008 committee meeting. The committee's consensus was the District could utilize the additional state match with additional staff to help with various workload needs and further the District's outreach efforts. This could include assisting with the web page, writing grants and helping to get more natural resources information out to the community. Kiracofe reminded the Board of OFSWCD and ODNR encouragement for the SWCD's to utilize the additional state match in a positive manner. Kiracofe and Warthen also met with the Commissioners and received some good suggestions how the District could use these fund to benefit the county, especially with an educational program on drainage maintenance. DPA Kiracofe passed out a draft Job Announcement for an Information Assistant position for Board review. After much discussion and many suggestions the Board agreed the District should advertise for an Information Assistant. The

position will be for one year as a temporary nature; possibly full time or part-time - depending on the skills and ability of the applicants. A motion to advertise for an Information Assistant; incorporating into the draft Job Announcement the suggestions made by the Board was made by Warthen and seconded by Walton. The motion passed unanimously. Kiracofe will advertise the position and arrange for the Personnel Committee to interview qualified candidates.

III. NEW BUSINESS:

A. OFSWCD Resolutions – DPA Kiracofe reviewed the OFSWCD procedure for submitting and adopting resolutions. Three resolutions have been submitted for consideration. The Board discussed each resolution and advised delegate Warthen how to vote. The results are as follows:

Resolution One: Vote against

State legislative Agenda - Issue 1: Vote to support.

State legislative Agenda - Issue 2: Vote to support.

B. Equipment Inventory Update – DPA Kiracofe reviewed the procedure for keeping track of the District's equipment in accordance with the auditor's guidelines. Annually the District does an inventory of our equipment to insure new equipment has been added and equipment no longer being utilized is removed with Board approval and properly discarded. DPA Kiracofe reviewed the inventory list with the Board, noting the items being recommended for removal. A motion to remove the highlighted items from the inventory list and dispose of them properly was made by Conrad and seconded by Warthen. The motion passed unanimously.

C. Goals – Review 4th and Approve 1st Quarter - DPA Kiracofe reviewed the 2007 4th Quarter Goals with the Board. The Board discussed several of the goals, noting the District still does not have any associate Board members and also asked about the number of site reviews / monitoring reports that were completed. Kiracofe stated that overall the staff had accomplished most of the items.

Kiracofe then presented draft 2008 1st Quarter Goals to the Board for review. The Board discussed several of the individual goals and had suggested several to include. Kiracofe stated many of the items listed were work activities to be completed during this quarter and not necessarily goals with quantifying numbers to be achieved. It was suggested to develop annual goals, including developing at least five brochures targeting certain audiences, making at least 50 field visits to landowners to discuss natural resources needs, identify townships that are working on comprehensive plans, provide natural resources information, expand drainage maintenance education activities, create a District annual calendar and offer Fire Districts \$500.00 for each new dry hydrant they install. A motion to approve the 1st quarter goals with the few additional changes discussed as Annual Goals was made by Warthen and seconded by Walton. The motion passed unanimously.

D. Equipment Upgrade/Purchase - Last month DPA Kiracofe and the Equipment Committee noted the straw mulcher is five years old and in good condition. The Board directed DPA Kiracofe to advertise the mulcher. The mulcher has been advertised and the District is accepting sealed bids, with reservations, to be opened at the February 11th, 2008 Board meeting. Once the sealed bids are opened, Kiracofe will advise the Board whether to accept the highest bid and then purchase a new straw mulcher costing around \$7,800.00.

DPA Kiracofe has also discussed with the Equipment Committee requests by numerous landowners for a warm season grass drill. The staff has researched several drills and feels a 7ft Great Plains no-till drill with a warm season grass box, a cool season grass box and a small grains box would best meet customer's needs. The staff obtained quotes from Millersport Ag Services and Agri-Trac for 7ft and 10ft no-till drills. The Board discussed the drills and the bids. A motion to purchase the 7 ft Great Plains no-till drill from Agri-Trac for \$20,367 from the District Account was made by Conrad and seconded by Hoover. The motion passed unanimously.

Kiracofe also discussed replacing the District's van, but does not have a recommendation for the Equipment Committee and Board at this time. Walton suggested a "Green" vehicle should be considered. The Board concurred. Kiracofe will continue to research vehicles that would meet our District's needs and confer with the Equipment Committee.

E. Consent Agenda - Chairman Carr suggested the Board consider utilizing a consent agenda for Board meetings. The consent agenda would group the normal, routine agenda items into one motion. Carr also suggested the agenda include monthly committee reports. After discussing the merits of the consent agenda, a motion for the Board to adopt the consent agenda was made by Hoover and seconded by Warthen. The motion passed unanimously.

F. NRCS Updates - DC Johnson is still working on EQIP applications. Licking County initially received a base allocation of \$50,000.00 and later an additional \$25,000.00. To date, contracts totaling around \$61,000.00 have been signed. Four producers that applied for EQIP funding for waterways, also qualified for the CRP and will enroll in the CRP program. All the general EQIP applicants should be funded. In addition to the General EQIP sign-up, 14 landowners applied for Forestry EQIP. To date 8 contracts have been funded for around \$31,000.00. Other applicants may be funded if monies allocated to other counties are not used. The field office is working with Dawes and U.S. Fish & Wildlife on a 27 acre wetland restoration project through the WRP program. Johnson said the field office could help educate producers on qualifying for various Farm Bill programs. Some times producers become aware of program funds available to address their resource concerns, but may not have a current conservation plan or have met other eligibility requirements for the program. Due to short sign up periods, some producers may not be funded for programs because all the program criteria for applying have not been met before the sign up deadlines.

G. District Updates - DPA Kiracofe stated the new carpet has been installed, painting completed and the new furniture delivered. Numerous positive comments have been received.

Chad Amos was in the office last week to provide staff training to better utilizing SWIMS. Amos noted the speed of the SWIMS program on both the USDA and County servers was unacceptably slow. Amos is checking with the USDA IT people to diagnose the problem. Once the problem is solved Amos will return to the field office and provide training.

45 Century Farm applications have been received with approximately another 5 to 10 expected. A volunteer has created a database, is scanning documents and will be creating a PowerPoint for the recognition ceremony at the March 20 Ag Breakfast. Kiracofe is also working with the Agronomy Committee, Commissioners and Farm Bureau on the Century Farm Program.

The District is hosting the Conservation Planning / Nutrient Management Program on January 24th. This is part of the District's effort to encourage producers to have a current conservation plan

and soil tests. Producers who attended the meeting and submit invoices for soil / manure tests will be reimbursed as approved by the Board last September.

The OFSWCD Annual Meeting is January 29-30 in Columbus. Several Board members and staff have registered to attend.

The District is hosting the Urban Development workshop on February 6th. Consultant, designers and planners have been invited. The workshop will focus on utilizing soils information and the Rainwater Manual when designing subdivisions and other development activities.

Grimm will be presenting on rain gardens at the February 16th Wildlife Conference to be held at OSU-Newark Campus.

Resource Awareness Day (RAD) will be March 11th at the Look Up Center at 50 O'Bannon Avenue. CTEC facilities were reserved for March 18th. However, a COSI scheduling conflict made it necessary to find a different location. OSU Extension will not provide as much support as last year since Amy Forvague is no longer working there. Our District and Litter / Re-cycling are coordinating the event this year. Grimm is seeking volunteers and Board members as presenters.

OFSWCD Forestry Committee and Dawes are hosting a tree planting workshop on February 20th at Dawes. The workshop's goal is to educate SWCD staff across the state to better assist their tree customers or others inquiring about trees. Kiracofe invited Board members to attend if they have an interest and are available.

Kiracofe passed out the new greeting cards. The District has received many favorable comments on the greeting and post cards.

Kiracofe prepared a summary of the Special Fund and Districts financials from 1993- 2008. Copies were passed out and reviewed by the Board. Kiracofe reflected both the Special Fund and District Fund have been well managed and have very favorable reserves. Kiracofe will be discussing with the Program Committee ideas on how the District can use the increases in the reserve to further the District's mission. One suggestion is having a paid summer intern.

Kiracofe passed out copies of the revised policy manual and asked Board members to sign the office copy.

Committee Assignments (Note: Chairperson is in bold print)

Chairman Carr reviewed the Board's committees and made the following appointments:

Building / Equipment – **Jim Conrad**, Charles Warthen, Debra Walton

Budget Committee – **Charles Warthen**, Debra Walton, Jim Conrad

Program Committee – **Debra Walton**, Jeff Carr, and Jim Hoover

Policy / Personnel – **Jeff Carr**, Jim Hoover, Charles Warthen

Nominating Committee – **Jim Hoover**, Doug Joseph, and Donna Shipley

Warthen, a member of the OFSWCD State Education Committee, shared comments from the recent state committee meeting. Comments included the 20th year for the Ohio Envirothon, Logan County's Farmer Share Breakfast, Jefferson County R.S.V.P. Club, Richland and Butler Counties educational trailers, the SWEET and SWEETER programs and the upcoming State Science Fair.

Hoover commented there are natural resources grants through ODNR that townships and municipalities can apply for. Perhaps the District could partner with one of these entities and secure grant funds.

Walton stated there are so many avenues the District is and can be involved in and suggested the District establish some priorities.

At 9:45 p.m. a motion to adjourn was made by a Conrad and seconded by Warthen. The motion passed unanimously.

Respectfully submitted,

Brandy Bline- Administrative Assistant

Jeff Carr - Chairman

Jim Conrad, Secretary/Treasurer