

**REGULAR MONTHLY MEETING  
LICKING COUNTY SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
December 12th, 2007**

The Licking County Soil and Water Conservation District, Board of Supervisors met Wednesday, December 12th, 2007 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>
Doug Joseph – C	Jim Kiracofe	John Johnson
Charles Warthen-F	Brandy Bline	
Jim Hoover- M		
Jim Conrad – Sec/Treas		
Jeff Carr – VC 7:38		

Guests: Debra Walton

Chairman Joseph called the meeting to order at 7:08 p.m.

Chairman Joseph asked if there were any additions or corrections to the minutes of the November 7th, 2007 Annual Meeting. A motion to approve the minutes was made by Conrad and seconded by Warthen. The motion passed unanimously.

Chairman Joseph asked if there were any additions or corrections to the minutes of the November 14th, 2007 Board Meeting. A motion to approve the minutes was made by Warthen and seconded by Conrad. The motion passed unanimously.

The Financial Report was reviewed with the following balances as of November 30th, 2007:

District Fund Checking Account.....	45,430.03
Star Ohio Savings Account .....	157,536.96
Certificate of Deposit .....	15,000.00
Change Account .....	100.00
Special Fund.....	139,770.70

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

**Aged Receivables Report** – Chairman Joseph asked if there were any questions on the Aged Receivables. A motion to accept the Aged Receivables Report was made by Warthen and seconded by Conrad. The motion passed unanimously.

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

## **I. PUBLIC COMMENTS:**

Debra Walton, Board member elect was introduced to the Board.

## **II. OLD BUSINESS:**

**A. Planning Meeting/ District Program Discussion** – The Division and OFSWCD are encouraging Districts to utilize the increase in state match in a manner that the state legislature will recognize and show appreciation of their investment. In reviewing the comments from the Planning Meeting and Board discussion, DPA Kiracofe proposes the District direct additional resources for providing “natural resource information” to the Licking County Community. This would include expanding outreach efforts to inform the community of the services, information and goods the District provides, along with transferring information to inquiries when individuals request services and information. Chairman Joseph suggested organizing a committee to narrow down the priorities. Board member Hoover wondered what the District staff thought, and whether they agreed with this direction. He also wondered what the NRCS technical support workload was like. DC Johnson advised that he would have some numbers at the next meeting. A motion to appoint a committee that includes DPA Kiracofe, two staff members and two Board members was made by Hoover and seconded by Warthen. The motion passed unanimously.

The committee will be chaired by Board member Hoover and will be called the Future Programs Committee.

## **III. NEW BUSINESS:**

**A. Pollution Abatement Complaint** – The District received a complaint from the County Health Department on November 30<sup>th</sup>, 2007. District Technician Bill Evans investigated the complaint with landowner George Griffith and he found the complaint to be valid. Bob Mulligan with ODNR is meeting with George to discuss alternatives later this week. ODNR’s Division of Soil and Water requests the investigation report be reviewed by the Board. A motion that the Board recognized the complaint was made by Hoover and seconded by Warthen. The motion passed unanimously.

**B. Personnel/Policy Committee** – The committee met in November to review the recommendations proposed. The committee is recommending the Board amend/adopt the proposed District policy. The committee also recommends waiving the 2<sup>nd</sup> reading and approving the policy changes right away. A motion to waive the second reading was made by Conrad and seconded by Carr. The motion passed unanimously. A motion to accept the policy with the grammatical corrections needed was made by Hoover and seconded by Carr. The motion passed unanimously.

**C. Equipment Committee** – DPA Kiracofe discussed with Committee Chair Conrad the need for three new computers for some of the staff. There are funds available in the special fund account. A motion to purchase three new computers out of the special fund was made by Warthen and seconded by Carr. The motion passed unanimously.

The equipment committee met before the Board meeting to discuss office furniture. It was brought up by some of the staff that since the Commissioners purchased new carpet for the building and the District staff is in the process of painting the offices, would the Board support the purchase of new office furniture for some of the staff. This would include five new desks, some panels and five new filing cabinets. AA Bline is currently working with Arwebb on a cost for these items. Estimated cost is around \$12,000.00. A motion to spend up to \$12,000.00 out of the District fund on new office furniture was made by Warthen and seconded by Conrad. The motion passed unanimously. If there is a need for more panels, the Equipment Committee will review the need at a later date.

DPA Kiracofe stated that the current mulcher needs replaced. He would like to advertise and sell the mulcher in the January newsletter. District technician Evans will research information and prices for a new mulcher. A motion to advertise and sell the mulcher was made by Warthen and seconded by Hoover. The motion passed unanimously.

The District mini van also needs replaced. Following a short discussion, a motion to pursue the purchase of a new vehicle through the equipment committee was made by Warthen and seconded by Carr. The motion passed unanimously.

**D. NRCS Updates** – DC Johnson advised that he and his staff are working on EQIP and trying to get funds obligated. They are working with producers to get the required forms signed. Based on the final ranking scores, they will know next week which contracts will be obligated. He feels that on a national level, they are doing a much better job of monitoring allocated funds.

He advised that there is no budget yet.

There still needs to be certification done on some practices. Two or three producers have requested to be removed from their contract.

**E. District Updates -**

DPA Kiracofe feels that the budget hearing with the Commissioners was very positive. This included a 2.5% increase in the budget.

The contribution agreement with NRCS was submitted and the District should receive \$5,000.00 back.

The Winter Meeting was held recently at Salt Fork. District staff and two Board members attended. Board member Hoover stated that he was disappointed that more supervisors did not attend. He is going to try to push for a night meeting next year in the hope that more supervisors will be involved.

The Federations' Annual Meeting is scheduled for January 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>. Board member Warthen consented to be the District's delegate. The Board will discuss the resolutions at the January board meeting.

The District has purchased a new John Deere 10' no-till drill from J&D Equipment in Lancaster.

Some of the barn's security items have been completed; others are still in progress. DPA Kiracofe has spoken recently with Phil Koontz the safety director for the County. Phil is going to get a quote from the alarm company that serves the county. There may be a way to add our building to the existing account where the Commissioners would pay for monitoring. This would include a fire alarm monitoring system.

District staff are currently painting the office and hallway. The carpet in FSA and the main part of our office will be installed on Friday. The rest will be installed the following week.

DPA Kiracofe asked the Board if they would like to continue meeting at the same time next year. There was a short discussion of available days and times. A motion to hold the regular monthly Board meetings on the second Monday of the month at 7:00 p.m. starting in January was made by Carr and seconded by Hoover. The motion passed unanimously.

Due to the upcoming winter weather, Board member Hoover asked if there was a contingency plan during severe weather for the building. He suggested we contact the county to verify that there is a plan in place. Only during a level III emergency will employees not be required to come to work.

DPA Kiracofe noted several partnering agencies have authorized administrative leave for their employees on December 24, 2007. Noting the small anticipated workload the Board concurred administrative leave authorized by DPA Kiracofe would be appropriate.

At 9:01 p.m. Chairman Joseph asked for a motion to enter into executive session for the annual review of employee Bline. A motion to enter was made by Carr and seconded by Conrad. The motion passed unanimously.

Roll call vote – Hoover Y, Warthen Y, Carr Y, Conrad Y, Joseph Y

The Board returned from Executive session at 9:19 p.m.

A motion to accept DPA Kiracofe's evaluation of employee Bline was made by Carr and seconded by Warthen. The motion passed unanimously.

At 9:21 p.m. a motion to adjourn was made by Hoover and seconded by Carr. The motion passed unanimously.

Respectfully submitted,

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Brandy Bline- Administrative Assistant

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Doug Joseph - Chairman

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Jim Conrad, Secretary/Treasurer