

**Jefferson Soil and Water Conservation District
587 Bantam Ridge Road, STE A, Wintersville, OH 43953**

MINUTES

**Monthly Board Meeting
Tuesday, July 1, 2014**

The regular **monthly board meeting** of the Jefferson Soil and Water Conservation District Board of Supervisors was held on **Tuesday, July 1, 2014** at the District Office. Jodee Verhovec, Chair, called the meeting to order at 3:30 PM. Board members attending in addition to Verhovec were: Stephanie Vance, Vice Chair; Mark Nelson, Board Secretary; and Ken Perkins, Public Relations chair. Dick Frankhauser was unable to attend. Staff members in attendance were: Wendee Zadanski, Mike Sisson, Irene Moore and Beth Krupczak, NRCS.

Call to Order, Agenda and Minutes Approval-Upon review of the agenda items **Mark** made a **motion** to approve the agenda as mailed. **Ken** seconded the motion. **Motion passed.** **Ken** made the **motion** to approve the minutes of the June board meeting; Stephanie seconded that motion. **Motion passed.** **The minutes of the June 23 special board meeting will be submitted to the board for the August meeting.**

Financial Reports - Wendee Zadanski prepared the following financial reports ending **June 2014.**

Special Fund:

| | |
|---------------------------------|---------------|
| Appropriation Beginning Balance | \$ 201,490.07 |
| June Expenditures | \$ 20,341.94 |
| Appropriation Balance | \$ 181,148.13 |
| Cash Carryover Balance | \$ 187,499.62 |

District Fund:

| | |
|-------------------|---------------|
| Beginning Balance | \$ 241,688.50 |
| June Expenditures | \$ 586.65 |
| June Deposits | \$ 1,785.53 |
| Ending Balance | \$ 242,887.38 |

Bills to be Paid:

3 bills were presented for payment under **District Fund** expenses \$200.00 (estimated). 11 bills were presented for payment under **Special Fund** expenses totaling \$4,081.24 (estimated) not including staff salaries/benefits.

Staff Leave Balances:

| Employee | Annual Leave Bal. | Sick Leave Bal. | Comp. Time Bal. |
|------------------|--------------------------|------------------------|------------------------|
| Irene Moore | 322.95 | 1397.76 | 7.25 |
| Wendee Zadanski | 206.80 | 1044.61 | 29.00 |
| Brandon Andresen | 243.50 | 1251.00 | 19.25 |
| Marilyn Ford | 95.60 | 144.29 | 00.00 |
| Michael Sisson | N/A | N/A | N/A |

The motion was made by **Stephanie** to **approve the financial reports, pay the bills, and approve the staff leave balances.** **Mark** seconded the motion. **The motion passed 4-0.** All documents will be filed in the official minutes and record book.

Partnership Reports – Rich Fender, Jefferson County Regional Planning, was unable to attend.

Staff Reports - The written JSWCD staff reports were included in the board packets. Discussed during the staff reporting included:

- In anticipation of a positive notification of funding through the EPA –Surface Water Improvement Fund, Mike requested the authority to prepare the bid package prior to the next board meeting. The grant was submitted to fund a bank stabilization project at the Toronto Band Camp facility. **Ken made the motion** for Mike to prepare the bid package and begin the bid solicitation process in order to expedite the start of construction. **Mark seconded the motion. Motion passed.**
- A thank you was conveyed to Stephanie for her technical assistance and help during the State Envirothon Competition held at Salt Fork State Park near Cambridge. Stephanie served as one of the test writers for the onsite testing component of the program. 100 high school students from around the state representing their local high school competed in the outdoor academic program. Jodee also represented the JSWCD by assisting as one of the photographers.

NRCS Report: Beth Krupczak presented a written report for both Jefferson and Harrison counties on behalf of the NRCS, Hopedale field office staff. A portion of the report confirmed:

Current active EQIP contracts 19

2014 Program Applications:

| | |
|----------------------|---------------------------|
| Forestry - 19 | Grazing - 9 |
| Air Quality - 1 | Socially Disadvantaged- 1 |
| Beginning Farmer – 7 | Limited Resources - 1 |

Obligated Contracts: \$28,708

1 Air Quality (Jefferson)

1 Socially Disadvantaged Farmer (Forestry – Harrison)

June 19 Pasture Walk held on Dick and Kathie Courtney Farm in Stark County. Topics of discussion: frost seeding, soil health, forage suitability and clipping after grazing. Wendee and Beth confirmed that the July program is scheduled for the 17th while the August pasture walk will be held on the Cavanaugh Farm (Jefferson County) on August 28.

All written reports (JSWCD & NRCS) will be filed in the official records book.

CONTINUING BUSINESS:

Home Sewage Repair Project - Wendee reported that the majority of the repair/installation projects were being installed and would be completed by the July 31 OEPA – set deadline. However, one of the approved projects would not be continued as the landowner’s check to the Health Department for the inspection came back with an insufficient funds notice. The landowner has not responded and so therefore, that project installation has been voided.

A second project involves contractors whose bids were not received by the documented deadline. Three of the contractors did request verbal extensions due to the high volume of their workload and they were granted those short term extensions. One of those contractors did submit a bid estimate. Several other contractors who made no prior contact with the District office were encouraged by the landowner to submit after the deadline. Those contractors did submit their bids for the project. Following the board discussion, **Ken made the motion** to accept the bid from the contractor who requested an extension and to reject the bids from the contractors who missed the deadline and did not request an extension. **Stephanie seconded the motion. Motion passed 4-0.**

“Off the Beaten Path” annual bus tour: The bus tour plans are continuing. The staff will continue to publicize the program; newsletter will be developed; news releases sent; teachers notified. Breakfast will be served at Woodland Trails Greenhouse; followed by stops at nearby pipeline and drilling sites; and finally a picnic and tour of the Cavanaugh Farm. Beekeepers Cindy and Joe Rodak will be presenting information about honeybees and the loss of this pollinator.

Timber Harvest NOI...There has been no documents submitted within the last month.

NEW BUSINESS:

Partnership Agreement: The agreement between the District, US Fish and Wildlife, and Access MidStream for the Cedar Lick Crossing project did not clarify the responsibilities of the District per a previous discussion. Staff will meet in teleconference with the parties to confirm the language.

OFSWCD Summer School: The Jefferson SWCD Board and staff will be represented by: Stephanie, Mark, Wendee and Mike during the annual Summer Supervisor School meeting being held in Cleveland this year. **Mark made a motion** to appoint Stephanie as the Jefferson SWCD delegate to the OFSWCD Resolution Session. **Ken seconded the motion. Motion passed.**

The board reviewed the two resolutions submitted by the Hamilton SWCD and the Mercer District and supported the passage of both.

Executive Session: **Ken made the motion to enter into executive session to discuss confidential matters regarding the lease negotiations and to discuss personnel. Said negotiations had been discussed during the executive session with the county commissioners. Mark seconded the motion. Roll Call: Stephanie – yes; Mark – yes; Ken – yes; Jodee – yes.**

Returning from executive session at 6:15 pm, **Mark moved to increase the wages of Mike Sisson to \$15.00 per hour following the review of his Performance Analysis.** Said wage is based on the contract agreement following a 6 month probation period. **Ken seconded the motion. Motion passed 4-0.**

In continuation of the executive session follow up, the board gave Irene direction to collect additional comments from the board members by July 15 regarding any adjustments to our current office space lease for presentation to the board of county commissioners. Irene will request a seat at the July 31st county commission meeting – executive session.

There being no additional business, a motion to adjourn the meeting was made by Ken, seconded by Mark. The meeting was adjourned at 6:35 pm.

Jodee Verhovec, Board Chair

Mark Nelson, Board Sec.

Irene Moore, Dist. Adm/
Minutes Preparer