

## ***Logan Soil and Water Conservation District***

***324 Co. Rd. 11 Bellefontaine, Ohio 43311***

February 17, 2021

Present: Tim Lyden, Joe Ramsey, Frank Phelps, and Gloria Carson – Supervisors  
Steve Searson – District Administrator/Technician  
Jennifer Snipes – Administrative Assistant

Frank Phelps called the meeting to order at 8:36 AM.

**PUBLIC PARTICIPATION:** None

On a motion by Tim Lyden, seconded by Gloria Carson, and unanimously carried, the board approved the minutes of the regular January 2021 meeting.

### **REPORTS:**

#### **NRCS Updates**

The following NRCS updates were given:

##### **EQIP (Environmental Quality Incentive Program):**

- Working to complete engineering designs and complete field visits for new EQIP applications.
- Application cutoff for 2021 funding was January 15
  - Received 12 applications before the deadline

##### **CSP (Conservation Stewardship Program)**

- Still accepting applications. Application cutoff has not been announced yet.

##### **ACEP (Agricultural Conservation Easement Program)**

- The application deadline for easement programs is March 12, 2021.

#### **FSA ASSISTED FARM BILL PROGRAMS:**

##### **Food Security Act –Highly Erodible Land & Wetland Compliance**

- 6 HEL Determinations (total for the 2021).
- 6 Wetland Determinations (total for the 2021).
- 1 determination is pending in the field office
- Approximately 8 determinations/reconsiderations pending in the area office

##### **CRP (Conservation Reserve Program) –**

- Field checks are required this year for the 2021 and 2022 re-enrolls.
  - Maps have been provided by FSA and will start completing field checks
- FSA is currently accepting applications for whole field sign-ups

##### **Schedule Update:**

- Current operation status is to maximize telework and the USDA offices are closed to outside visitors. Field work is to continue as needed.

#### **ODA Updates**

Jocelyn Henderson's notes were previously emailed. ODA is currently teleworking due to COVID-19. Jennifer went over highlights and informed the board where we are with all items that pertain to Logan SWCD.

#### **MNM & Technical Updates**

Steve reported that there were no manure complaints. Steve has been working on surveys and designs for heavy use areas, surface drains, and an EQIP project. He also had many site visits including a ditch petition, pond sites, and a potential creek contamination which was unfound. He attended meetings including EMA and a railroad drainage meeting. There were also a few in office calls that were addressed including a legal dispute over Sulphur water, a chemical containment design, a new playground soils evaluation and maps, and many miscellaneous calls.

## **Board Reports**

None

## **FINANCIAL REPORTS:**

The financial reports were reviewed. On a motion by Tim Lyden, seconded by Joe Ramsey the financial reports for the month ending January 31, 2021 were unanimously approved.

Jennifer provided the board with a copy of the cash basis financial statement. She is still finishing the shell/notes and that will all be submitted in the next week. It is due prior to March 1<sup>st</sup>.

## **OLD BUSINESS:**

Logan SWCD received a request to waive the exit interview from Charles E. Harris & Associates as well as a representation letter and request for updated policies. Joe Ramsey and Jennifer Snipes will sign the request to waive the exit interview and the representation letter. Jennifer will email that along with the updated Personnel Policy to Charles E. Harris & Associates. As the Logan SWCD Policies have not been changed since last year, the board reviewed the current policies and signed a new signature page. Once all board members sign the signature page it will be emailed as well.

The letter of support for The Nature Conservancy is currently ready to go and pending a project name from them.

A letter of support was provided to the ILWP and Steve Searson has sat in on their meetings. We will continue to support their forward progress with the grant they are working on.

Jennifer Snipes gave updates on the tree sale and MCM plugs that we are currently taking orders for.

## **NEW BUSINESS:**

Jennifer provided the board with a copy of the current Logan SWCD Policies and Procedures.

On a motion by Tim Lyden, seconded by Gloria Carson, and unanimously carried, the board approved the Logan SWCD Policies and Procedures for 2021.

Discussed previously when covered by Steve Searson was a request for assistance on a dispute over Sulphur at a residence.

The board reviewed the need to hire someone to fill the Technician/Nutrient Management. At this time, they decided that we will take resumes until March 5, 2021 and Jennifer Snipes will readvertise. We will also send out applications to candidates that have applied up until this time that may be a good fit. The board would then like to interview in March and hopefully hire by April 2021. Resumes and applications will be reviewed at the next board meeting.

Jennifer Snipes and Steve Searson informed the board that the Sales Tax Levy is once again up for renewal on the November ballot. There has been a committee meeting and they provided an update on what the changes may look like for this levy. Updates will be provided as this progresses.

## **\*\*\*EXECUTIVE SESSION\*\*\***

Jennifer Snipes provided the board with employee packets of an employee performance review, calculating personnel costs for budgeting purposes, and a personnel action form. Gloria Carson made a motion to enter executive session to discuss employee reviews at 9:37 a.m. Joe Ramsey seconded the motion. Motion carried. The board asked Steve Searson to remain in attendance. Executive session was dismissed at 10:14 a.m.

## **\*\*\*EXIT EXECUTIVE SESSION\*\*\***

Gloria Carson made a motion to give the following raises and to make it active at the beginning of the next pay period (02/20/2021). Frank Phelps signed the personnel action forms for submission to the county auditor.  
District Administrator/Technician \$32.22/hr., currently working 80 hours a pay period for \$67,017.60/yr.  
Part-Time Secretary \$21.55/hr., currently working 28 hours a pay period for \$15,688.40/yr.  
Administrative Assistant \$17.36/hr., currently working 64 hours a pay period for \$28,887.04/yr.  
Tim Lyden seconded the motion. Motion carried unanimously.

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As there was no further business, a motion was made by Tim Lyden at 10:15 AM to adjourn. Joe Ramsey seconded the motion. Motion unanimously carried by the board and meeting adjourned.

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**Frank Phelps, Chairman**

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**Tim Lyden, Secretary**

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**Jennifer Snipes, Recording Secretary**

cc: Logan SWCD Supervisors, Jocelyn Henderson, Logan County Commissioners, Theresa Howick

**Next Regular Meeting Date: March 17, 2021 at 8:30 a.m.**

UNOFFICIAL