

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

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

February 16, 2022

Present: Kelsey Cummins, Joe Ramsey, Frank Phelps, and Gloria Carson – Supervisors

Steve Searson – District Administrator/Technician

Jennifer Snipes – Administrative Assistant

Trace Smail – District Technician

Leisha Billenstein – NRCS District Conservationist

Jocelyn Henderson - Area 4 Program Specialist, ODA

Frank Phelps called the meeting to order at 8:28 AM.

**PUBLIC PARTICIPATION:**

None

On a motion by Kelsey Cummins, seconded by Gloria Carson, and unanimously carried, the board approved the minutes of the regular January 2022 meeting.

**REPORTS:**

**NRCS Updates**

The following NRCS updates were given:

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

- Following up with behind schedule contracts
- Application deadline was January 14.
- Currently have 16 applications on file.

**CSP (Conservation Stewardship Program)**

- Working to complete payments for all existing contracts
  - 1 payment left to be completed
- Letters for re-enroll applications will be mailed by the state office
- Application deadline was January 14.
  - 3 applications have been filed

**ACEP (Agricultural Conservation Easement Program)**

- WRE application deadline is February 18.
- Farmland preservation deadline is January 14.

**FSA ASSISTED FARM BILL PROGRAMS:**

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

- 0 HEL Determinations (total for the 2022).
- 0 Wetland Determinations (total for the 2022).
- 21 determinations are pending in the field office
- Trying to do a big push to get these caught up and many of the pending determinations mailed by the end of the month. 12 determinations have been sent for signatures.
- There are approximately 5 determinations/reconsiderations pending in the area office including reconsiderations

**CRP (Conservation Reserve Program) –**

- Maps for 2023 re-enrolls have been sent over from FSA. Trace and Ashley will start checks soon.
- Working on mailing MCM job sheets for plugs this week.

**Schedule Update:**

- Current operation status is to maximize telework and field work is to continue as needed. Visitors are required to wear a face mask regardless of vaccination status.

**ODA Updates**

Jennifer had previously emailed the ODA updates. Jocelyn provided updates on H2Ohio, TDP trainings, fraud reporting, and reminded us about the Cash Basis and local appropriations deadlines. The OFSWCD Partnership meeting was discussed as not a lot of information has been received about it thus far.

**MNM & Technical Updates**

There were no pollution complaints this month; however, there is follow-up going on with a couple of previous known issues. Currently many waterways are being surveyed and designed. We also had a few watershed visits this month. Training on computer and in the field continues for Trace.

**Board Reports**

None

**FINANCIAL REPORTS:**

The financial reports were reviewed. On a motion by Joe Ramsey and seconded by Gloria Carson the financial reports for the month ending January 31, 2022 were unanimously approved.

Jennifer Snipes gave the board an update on sales tax collection and payment, the SuperFleet credit card who are now trying to charge us a late fee on a credit account, and the cash basis reporting to which she has the numbers done and they match. She is waiting on information from the county to finish the shell and notes.

The ILWP did make a deposit to special funds that should put them to flush on cash vs. their requested appropriations.

**OLD BUSINESS:**

Steve Searson and Trace Smail gave a summary of their trip to the Ben Logan Science Fair. They awarded four prizes.

**NEW BUSINESS:**

On a motion by Joe Ramsey, seconded by Kelsey Cummins and unanimously carried, the board approved the 2022 Logan County District Policies which included updates to the spending policy and 1099's or other tax reporting.

Jennifer let the board know a request was received to participate in Girl Scout Day Camp on March 29<sup>th</sup> and Steve received a request to demonstrate some of our educational materials at Piatt Castles, no known dates yet.

Trace requested to attend the CTC Tillage Conference in Ada and on a motion by Joe Ramsey, seconded by Kelsey Cummins and unanimously passed the board agreed that Trace would attend and to cover the cost of attendance.

Trace also requested for unpaid time off on 03/18/22 and 03/19/22. On a motion by Gloria Carson, seconded by Joe Ramsey and unanimously passed the unpaid time off was approved.

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On a motion by Gloria Carson, seconded by Kelsey Cummins and roll call vote – Joe Ramsey, aye; Kelsey Cummins, aye; Frank Phelps, aye; Gloria Carson, aye – the board moved to enter executive session at 9:37 a.m. for the purpose of doing personnel reviews.

At 10:20 AM the Executive Session was dismissed.

On a motion by Joe Ramsey, seconded by Kelsey Cummins and roll call vote – Kelsey Cummins, aye; Gloria Carson, aye, Frank Phelps, aye; Joe Ramsey, aye – the board returned to regular session.

Gloria Carson made a motion to give the following raises and to make them active at the beginning of the next pay period (02/19/22). Joe Ramsey signed the personnel action forms for submission to the county auditor.

District Administrator/Technician \$34.69/hr., currently working 80 hours a pay period for \$72,155.20 yr.  
District Technician \$19.57/hr. currently working 80 hours a pay period for \$40,705.60 yr.  
Administrative Assistant \$19.38/hr. currently working 64 hours a pay period for \$32,248.32 yr.  
Kelsey Cummins seconded the motion. Motion carried unanimously.

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As there was no further business, a motion was made by Kelsey Cummins at 10:28 AM to adjourn. Gloria Carson 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  
**Next Regular Meeting Date: March 16, 2022 at 8:30 a.m.**

UNOFFICIAL