

# LORAIN SOIL & WATER CONSERVATION DISTRICT

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Board of Supervisors  
Meeting Minutes  
January 23, 2018  
Lorain County Agricultural Center  
Elyria OH 44035

Supervisors present: Will Schlechter, Chairman, Jessica Duplaga, Vice Chairman, John Grills, Treasurer, Robert Pandy, Member  
Supervisors absent: John Hadgis, Secretary  
Associate Supervisors present: John Born, Lawry Babitt  
Associate Supervisors absent: Ron Baumann, John Forthofer, Alan Pitts, Dan Buttler, Dave Manning,  
SWCD personnel present: Lynne Parsh, Administrative Assistant, Livia Raulinaitis, Urban Erosion & Stormwater Specialist  
SWCD personnel absent: None  
NRCS personnel present: Drew DeMatteo, Soil Conservationist  
NRCS personnel absent: Derrick Harmon, District Conservationist  
ODA, DSWC personnel present: Clark Hutson, Program Specialist  
Guests: Jeffrey Fowl, Dennis Kothe

Schlechter called the meeting to order at 8:35 a.m.

**Oath of Office:**

Pandy was administered the Oath of Office by Chairman Schlechter at 8:36 a.m.

**Public Comments:**

Schlechter began the meeting by opening the 5 bid packets that had been received during the previous month. He and Grills kept track of the bids on a white board that everyone could see. The results are as follows:

	<u>98.34</u>	<u>11.18</u>
Kothe	\$152.50	\$152.50
Simms	\$163.00	-----
Fowl, Jay	\$126.00	-----
Fowl, Jeff	\$226.00	\$10.00
Dechant/Notley	\$161.50	\$161.50

It was determined that Jeffrey Fowl had the largest bid at \$226.00 per acre on the 98.34 cropland. Duplaga moved that the Board accept that bid of \$226.00 per acre; 2<sup>nd</sup> by Grills. Motion passed 4-0. Grills moved to accept the Dechant/Notley bid of \$161.50 for the 11.18 lot; 2<sup>nd</sup> by Duplaga. Motion passed 4-0. There was some discussion as to what happens if Dechant/Notley declines to

rent the 11.18 acres since they didn't win the bid for the larger amount of cropland. Kothe said he was still interested in renting the land if Dechant/Notley decline and he is the second highest bidder on the 11.18 acres. Grills moved that if Dechant/Notley declines, Kothe wins the bid on the 11.18 acres; 2<sup>nd</sup> by Duplaga. Motion passed 4-0. Mr. Fowl had a few questions regarding accessing the cropland directly behind the Lorain County Jail. Pandy was able to help answer that question. Fowl also asked about how to deliver the first payment to the Commissioners and Parsh said she would double check on it. Hutson said it would be a good idea to write a letter to all parties involved so everyone will be on the same page as to what they need to do. It was also recommended that if Dechant/Notley decline, they need to put it in writing.

**Reorganization:**

Parsh asked for nominations for Board Chairman. Grills nominated Schlechter; 2<sup>nd</sup> by Duplaga; motion passed 4-0. Grills nominated Duplaga for Vice-Chairman; 2<sup>nd</sup> by Pandy; motion passed 4-0. After those two nominations, it was decided to just keep everyone the same from last year. Grills will be Treasurer, Hadgis, Secretary and Pandy will be a Member. Grills moved to have the Board member stay in the same positions for 2018; 2<sup>nd</sup> by Duplaga. Motion passed 4-0.

**Nominating Committee:** Schlechter will be the Chair of the nominating committee this year. Grills comes off the Board as 12/31/18. Babitt and Born said they would help with finding possible candidates to run in the election. It was mentioned to perhaps ask the previous two people who ran last fall if they would be interested in running again.

**Minutes:**

Duplaga moved to approve the minutes of the December 19, 2017 Board meeting; 2<sup>nd</sup> by Grills. Motion passed 4-0.

**Bills to be paid:**

Parsh reviewed the "revised" December and January bills. Grills moved to approve the "revised" December bills and the January bills; 2<sup>nd</sup> by Duplaga. Motion passed 4-0.

December "revised" bills:	District Fund	9 items	\$ 1,225.18
	Special Fund	6 items	\$ 5,565.19
January:	District Fund	9 items	\$ 16,318.91
	Special Fund	6 items	\$ 5826.93

December bank statements and reconciliations were presented for Board signature (Schlechter). Staff timesheets were presented for Board signature and matched against ADP Labor Distribution reports (Schlechter).

Employees leave accrual balances ending January 6, 2018:

Parsh:	Annual	65.44	Sick	179.71
Raulinaitis	Annual:	N/A	Sick	20.70

**Derrick Harmon, District Conservationist:** Drew DeMatteo presented monthly board report

Harmon's absence.

**Clark Hutson, Program Specialist:** Hutson gave an update on how things were going with the upcoming Annual Meeting taking place in Columbus in late February. He said he had a "New Supervisor" packet for Bob Pandy that they would go over after the board meeting. Other than that, Hutson said he did not have much more to report on. Parsh asked if there was a possible date for making up the last Administrative Assistant Development Training class that was postponed in January. Hutson replied that he was working on it and would like to have the class finished before the Annual Meeting in late February. That way the class could be recognized at the conference.

**Activity Reports:**

**Raulinaitis:** Raulinaitis reported on her typical duties, including completion of site inspections, lot split evaluations, and plan reviews. She reported that her inspections were going well, and that she felt confident in her abilities to complete them. Raulinaitis informed the board of a few miscellaneous tasks she had completed, including a CORSA Information Security training and the End of Year USP closeout. Raulinaitis asked for board approval to attend two training opportunities, including the OFSWCD Annual Conservation Partnership meeting in Columbus from 2/26 – 2/27, and the Ohio Woodland, Water, & Wildlife Conference in Mansfield on 3/7. Raulinaitis informed the board that she had made arrangements to share a hotel room for the Annual Conservation Partnership meeting with a Summit SWCD employee, which would cut hotel costs in half. Raulinaitis' share of the room would cost \$67 which would be billed to Lorain SWCD by Summit SWCD following the event. In addition to the \$160 registration fee, the total cost for this event would be \$227. The Woodland, Water & Wildlife Conference would cost \$60 prior to 2/20, or \$80 after 2/20. Pandy moved to allow Raulinaitis to attend the Annual Conservation Partnership meeting at a cost of \$227; 2<sup>nd</sup> by Grills. Motion passed 4-0. The Board encouraged staff or Board members to attend the Annual Meeting. Grills moved to allow Raulinaitis to attend the Woodland, Water, & Wildlife Conference at a cost of \$60; 2<sup>nd</sup> by Duplaga. Motion passed 4-0.

**Parsh:** 1) Parsh presented the 2018 Annual Plan of Work and had a question regarding the Big Tree Contest which is listed in the Plan of Work. She questioned as to whether or not the District will hold the contest this year since we are short-staffed. After a brief discussion, it was decided that Pandy and Raulinaitis would work together to measure the trees that were nominated. Staff will figure out which tree species will be the County's largest this year. Pandy moved to accept the 2018 Annual Plan of Work with no changes made; 2<sup>nd</sup> by Grills. Motion passed 4-0.

Grills left the meeting at 10:00 a.m.

2) Parsh said she needed Schlechter to sign off on the Compensated Absence report that is turned into the Controller's office at the County building every year. 3) Parsh requested approval of Sponsoring the 2018 Envirothon at the \$100 level & Don Rehl Memorial Fund at the \$50 level. Pandy moved to approve both amounts; 2<sup>nd</sup> by Duplaga. Motion passed 3-0. Once again the Board encouraged Parsh and Raulinaitis to volunteer at the event. Parsh mentioned that the District's name comes up as a possible co-chair with Erie for the year 2020 and that she was

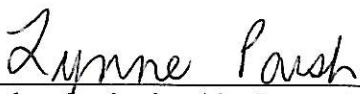
planning on volunteering this April to get a feel for what it entails to run the Envirothon. 4) Parsh requested she be named as Public Records designee for Board members. Duplaga moved to name Lynne Parsh as Public Records designee; 2<sup>nd</sup> by Pandey. Motion passed 3-0. 5) Parsh said everyone should have had a copy of the Community Foundation Lorain County's MOU with the addendum in their board packet. Parsh asked for Schlechter's signature and then she will forward it on to Cindy Andrews of Community Foundation for her to sign. 6) Parsh asked if she should continue to send Board Agendas to Associate Supervisors. Some Supervisors have never attended a meeting in the two years that Parsh has been with the District. She offered to send out letters to those Supervisors to see if they wanted to continue in their position or bow out. 7) Inventory-presented for two Board members to check on items that are listed in report after the meeting. Duplaga and Pandey will sign off after randomly checking equipment. 8) Parsh asked for approval on a credit card for Raulinaitis. Pandey moved to approve a \$1000.00 credit limit on a card for Raulinaitis; 2<sup>nd</sup> by Duplaga. Motion passed 3-0. Parsh will find out the necessary paperwork to submit to LorMet for a card. 9) Brief discussion on a holiday policy for SWCD staff to follow on holiday closures. Staff will follow what the County Administration does for their employees at Christmas and New Year's. Duplaga moved to approve a holiday policy for the District to follow the County's schedule; 2<sup>nd</sup> by Pandey. Motion passed 3-0.

**Other Business:** Babitt said there will be an upcoming landowner's meeting in March with Dale Arnold and a representative from Columbia Gas. The meeting will be held on March 12<sup>th</sup> at Pittsfield Township Hall, 7:00 p.m. This will be in regards to mowing 120 feet diameter around storage wellheads. Babitt asked that Parsh put it in the upcoming newsletter and Parsh said she would post it on Facebook too.


Babitt asked if the minutes of the Board meetings could be posted on the District's website. Parsh is to check with the webmaster to find out. She said she knows of other Districts who do this. Hutson said it could also be set up where a person could request to be on a mailing list through a link on the website and Parsh would receive the requests.

Duplaga moved to adjourn at 10:35 a.m.; 2<sup>nd</sup> by Pandey. Motion passed 3-0.

**Next scheduled meeting: Tuesday, February 27, 2018 at 8:30 a.m.**

  
Recorded and submitted by Lynne Parsh

  
John Hadgis, Secretary

  
Will Schlechter, Chairman