

Records Commission meeting prior to board meeting 8:25 a.m.

WAYNE SOIL AND WATER CONSERVATION DISTRICT MEETING

MINUTES – January 13, 2026

Oath of Office: Marissa Dillon and Tate Emerson took the Supervisor Oath of Office on Tuesday, January 13, 2026 at 8:15 a.m. in the Wayne SWCD office. Marissa and Tate were sworn in by Randy Tegtmeier, Wayne SWCD Supervisor.

The Wayne Soil and Water Conservation District Board of Supervisors held their regular monthly board meeting in the Wayne SWCD office located in the lower level of the County Administration Building on January 13, 2026. The following Supervisors attended the meeting: Jeff Gochnauer, Randy Tegtmeier, Marissa Dillon and Tate Emerson. Also, in attendance were: Tom Holmes, ODA; Jordan Miller, NRCS; John Lorson, DPA; Kathy Burley, Secretary; Kelly Riley, Education Specialist; Rob Kastner, Water Management Engineer, Cody Beale, Ag Resources Specialist and Ricky Papay, Water Resources Specialist.

The meeting was called to order by Randy Tegtmeier, Chairman, at 8:30a.m.

Reorganization Notice: After a discussion regarding board reorganization the following changes were made: Jeff Gochnauer, Chairman; Matt Peart, Vice Chairman; Randy Tegtmeier, Fiscal Officer; Tate Emerson, Public Relations and Marissa Dillon, Secretary. **A motion was made by Jeff Gochnauer for the change of Supervisor committee positions. Motion passed 4-0.**

MINUTES

After reviewing the minutes from the December 9, 2025 Board Meeting, **Tate Emerson made a motion to accept the minutes. Motion passed 4-0.**

TREASURER’S REPORT (12/7/24 – 1/10/25)

The board reviewed the Treasurer’s Report. **A motion was made by Jeff Gochnauer to accept the Treasurer’s Report and to pay multiple cover crop payments, which total \$39,315.60 and 2 livestock exclusion payments, which total \$30,000.00 and to approve the transfer of these funds between Huntington accounts. Motion passed 4-0.**

District Fund:

Disbursements: 40 Vouchers	\$ 41,474.71
Online Banking Fee/ACH Service Charges	\$ 65.00
Xfer from Money Market	\$ 39,315.60 (to pay cover crops)
xfer back to Money Market	\$ 39,315.60 (after receiving cover crop funds)
Total Disbursements:	\$120,170.91

Income:

Xfer from Money Market	\$ 39,315.60
ACH – ODA Cover Crop payment	\$ 39,315.60
ACH – ODA Admin fees	\$ 3,931.56
Xfer to Money Market	\$ 39,315.60
Total Income:	\$121878.36

Special Fund:

Disbursements: 3 Purchase Orders	\$ 109.88
Salaries	\$ 30,600.32
Medicare	\$ 408.42
PERS	\$ 4,284.06
Insurance	\$ 11,102.79
Total Disbursements:	\$ 39,305.47

Income:

MS4 Outreach: City of Wooster	\$ 3,600.00
Total Income:	\$ 3,600.00

CORRESPONDENCE

-The office received a thank you card from Marvin Smith for the gas card he received in appreciation of his volunteering for our Education Events.

REPORT OF COMMITTEES

-Nomination Committee: After a brief discussion, committee appointments were selected and updated. **Randy Tegtmeier made a motion for Matt Peart, Board Supervisor; Scott Stoller and re-appointment of Rodney Mackey to serve on the Nomination Committee. Motion passed 4-0.** See attached.

AGENCIES REPORTS

-NRCS: Jordan Miller reported the deadline for the Environmental Quality Incentives Program (EQUIP) and the Conservation Stewardship Program (CSP) is January 15, 2026. More details are forthcoming. He has 20 applications for forestry and cropland. The Regenerative Ag Program is a 5-year contract and requires soil health tests for the 1st and 5th year.

-ODA: Tom Holmes reviewed the ODA updates (see attached). He noted the new supervisor training is January 21, 2026.

-OSU Extension: no report

OLD BUSINESS

None

NEW BUSINESS

-Progress Report: John Lorson and Tom Holmes explained the Annual Plan of Work and how it ties into the State Match, etc. **Randy Tegtmeier made a motion to accept the Progress Report. Motion passed 4-0.**

-2025 Board Meeting Dates: John Lorson explained there was a typo on the Board Meeting dates for March as discussed at the last meeting. The corrected date is 3/10/26. **Tate Emerson made a motion to accept the 2026 Board Meeting Dates (see attached). Motion passed 4-0.**

-Associate Supervisor: The Board would like to keep Rodney Mackey on as Associate Supervisor for 2026. **Randy Tegtmeier made a motion for Rodney Mackey to continue as the District's 2026 Associate Supervisor. Motion passed 4-0.**

-OFSWCD All Employees Partnership Meeting: The Partnership Meeting is February 9-11, 2026 in Columbus. Hotel room blocks need to be booked by January 19, 2026 and the deadline to sign up for break-out sessions is February 1, 2026.

-Plan of Work Meeting: John Lorson requested the meeting be changed from February to March for this year. He feels it's important to have the new Administrative Assistant attend. Also, since the board meeting date was previously moved up a week in February it would only allow 3 weeks to prepare for the next board and planning meeting. It will now follow the March 10th board meeting. **A motion was made by Marissa Dillon to move the date of the Planning Meeting to March 10, 2026. Motion passed 4-0**

-Ethics Training/Public Records/Sunshine Law: The Board of Supervisors named John Lorson as the designee for the training. John will also send the information to Marissa and Tate. **A motion was made by Tate Emerson to name John Lorson as the designee for the training. Motion passed 4-0.**

-Update Account Signers: John Lorson is on the approved list to sign bank accounts. Randy Tegtmeier who is now the Fiscal Officer will be added. **A motion was made by Marissa Dillon to have Randy Tegtmeier added as an authorized person to sign bank accounts. Motion passed 4-0.**

-APAP Memorandum of Understanding: John Lorson explained the Ag Pollution Abatement Program was updated this year with a new MOU (Memorandum of Understanding) and a new Standard Operating Procedure (SOP). The MOU must be approved by the Board by March 31, 2026. Tom Holmes went further into explaining the MOU and enforcement procedures. MOU and SOP are now available on Google Drive.

-Urban Program (CAPS): Rob Kastner explained the CAP process to go on-line through the iWorQ program. It is already in use by the Building Department, Engineer's Office and Maintenance Department. This program would also allow our staff to use an i-Pad to look at sediment control when doing inspections. There have been some issues along the way, but Rob is exploring what is entailed through iWorQ. He received a quote of \$4,000.00 per year to be added to the county program. He will talk to the Commissioners to see if they are willing to fund it. He does not think the CAP process will be able to totally go on-line due to some contractors who still prefer to apply for the permit dealing with a live person.

-Administrative Assistant Vacancy: Stacey Hiller gave notice of her resignation as administrative assistant on Dec. 9th. John stated the position was posted for 3 ½ weeks receiving 62 applicants. He is looking for someone with a strong financial background but who is also conservation minded. After discussion it was decided he will put the top 12 candidates on the Google drive. The board will rank the applicants and John will set up interview dates and times as soon as possible. John and several supervisors will conduct the interviews. The Administrative Assistant position description has been reviewed by the board. **A motion was made by Randy Tegtmeier to approve the position description and move forward with the interviews. Motion passed 4-0.**

-Educational Networking Committee Social Hour: Kelly Riley has been focusing on the Area 2 Educational Networking Committee. There will be a social hour at the Partnership Meeting in Columbus. The plan is to have a taco bar. Kelly is requesting Wayne SWCD donate \$150.00 toward hosting the event. Other counties have been asked but Kelly is not sure how many will be donating. Jeff Gochnauer feels we should support the Educational work that is being done. **A motion was made by Tate Emerson to donate the funds for the Educational Networking Social hour. Motion passed 4-0.**

Staff Updates

- Rob Kaster** has been working on MS4 permits in Chippewa and Milton Townships to meet permit compliance.
- Kelly Riley** has been involved with regular Fair Recycling Team meetings. Bart Moore will be on a 3-year lease to continue to compost food waste for the Wayne County Fair. He has a 3 yr. plan to move from Mechanicsburg Rd. to 585 near Smithville. The recycling team is planning to set up a tour at Kimble’s Recycling Center in Twinsburg. For anyone who has not been through the facility they might want to sign up for it. Kelly will update us when she knows more about it.
- Cody Beale** has finished the H2Ohio Nutrient Management Plans. A few more payments will go out in 2026. Cover crops are completed and payments were sent to producers. Cody is going out tomorrow to look at a possible livestock exclusion.
- Kathy Burley** is starting to process tree and fish orders as they are received in the office.
- Ricky Papay** has been doing inspections, working on Arc GIS and will be working on upcoming videos. The MSR Educational Theme for 2026 is “Stormwater Management is Great – Go For It!”
- John Lorson** ...

Randy Tegtmeier made a motion to adjourn the meeting at 9:20a.m. Motion passed 4-0. Meeting adjourned

The next board meeting will be Tuesday, February 3, 2026 at 8:30 a.m.

Employee	Annual Leave		Sick Leave		Comp Time	
	Available	Used	Available	Used	Balance	Used
Cody B.	55.50	4.75	19.88	41.25	.15	0
Kathy B.	203.53	16	284.44	10	14.75	0
Stacey H.	188.02	11.75	776.45	2.25	.15	1
Robert K.	58.65	9	1046.96	4.50	.50	3
John L.	310.80	0	2315.96	4	9.90	8.50
Ricky P.	124.60	0	336.82	0	5.01	0
Kelly R.	209.68	0	568.37	13.50	8.13	1

Jeff Gochnauer, Chairman

Marissa Dillon, Secretary

Kathy Burley, Secretary, Submitted the January 13, 2026 minutes. _____