

LOGAN SOIL AND WATER
CONSERVATION DISTRICT
POLICIES

Credit Card Policy

Logan SWCD credit cards limits are to be kept at \$2,500 and any charge for over \$1,000 must have board approval. *Logan SWCD minutes of October 2001*

Logan SWCD credit cards are to be used with the following guidelines:

1. Cards are to be used for business purposes only.
2. Receipts must be turned in to match up to the monthly credit card statement. Receipts should be itemized if possible.
3. Purchases are to be made using a tax exempt certificate the exception will be: ex. meals at restaurants, and hotel stays that do not accept the tax exempt certificates.
4. Employees and board members using credit cards will be held responsible for purchases that are not for business purposes.

Logan SWCD Board Minutes, April 2006

First Bankcard VISA Bills

To avoid late charges, the Administrative Assistant is authorized to pay the First Bankcard VISA bill when they are due each month to avoid late charges due to the fact that payment is usually due before a regularly scheduled board meeting. *Logan SWCD minutes of November 2001*

Logan County Safety Policy

The Logan County Safety Program has been adopted by supervisors for Logan SWCD. *Logan SWCD minutes of May 14, 2002* (See Personnel Policy)

TRAVEL, MEAL & TIP POLICY

Mileage and Meal Expenses for Associate Supervisors

Mileage and meals will be paid for Logan SWCD associate supervisors any time they are representing the board for a meeting. *Logan SWCD minutes of December 20, 1994*

If a meal is included in the registration for a meeting or workshop, Logan SWCD will pay for the registered meal. If the meal is not included, the employee or supervisor must pay for their own meal.

\$45.00 per day along with a 15% tip is allowed for Logan SWCD supervisors and employees attending meetings and workshops. *Logan SWCD minutes of November 19, 2002*

This travel policy and procedure applies to all Employees and Supervisors of the Logan Soil and Water Conservation District. All travel whether in State or out of State, must be authorized by the SWCD Board of Supervisors. Meetings and programs within the county are allowed and does not need to be authorized ahead of time. To receive authorization, Supervisors and employees shall submit a Request for Travel Form explaining the extent and purpose of travel. The Logan SWCD Board of Supervisors will authorize travel by formal motion at their regular public monthly meeting. Failure to gain Board approval prior to travel may jeopardize the opportunity to be reimbursed.

Supervisor and employees shall be reimbursed for authorized and reasonable travel expense by completing an Expense Account Travel Form, and are expected to use professional judgment when incurring expense. As a District representative of Logan SWCD, each Supervisor and employee are accountable to the public and should use public funds wisely and at no time will they be reimbursed more than actual travel expense. Receipts are required to show actual travel expense, excluding mileage from privately owned vehicles.

MEETING, CONFERENCES, CONVENTIONS, SEMINARS

Any Supervisor or employee desiring to attend a meeting, conference, convention, or seminar shall make an advance request for travel to the SWCD Board of Supervisors. A copy of functions agenda shall be attached to the request when advance registration is required.

Meetings, conferences, conventions, and seminars held within Logan SWCD require the same advance approval of the SWCD Board of Supervisors. Regular reoccurring functions and emergency travel need only to be authorized for reimbursement by motion at regular board meetings, examples of this are annual meetings, planning meetings, regular board meeting and other sundry expenses.

TRANSPORTATION EXPENSES

Travel shall be at the lowest available rate and costs, unless authorized in advance by the SWCD Board of Supervisors.

Transportation expenses shall be estimated on the Request for Travel Form and shall be reported as actual expenses on the Expense Account Form.

Travel by District owned vehicle:

While travel by District owned vehicles is not a personal reimbursement expense and is generally not covered under this policy, District owned vehicles are the preferred mode of transportation, if available, over privately owned vehicles.

Travel by Privately-Owned Automobile:

Travel by privately owned automobile is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of the Ohio Revised Code section 4509.51

Reimbursement for actual mileage traveled on SWCD business is authorized at a rate of \$.38 per mile, which is considered total reimbursement for all vehicle-related expense. Mileage shall be reported on actual mileage basis using beginning and ending odometer readings. Parking and toll expenses are reimbursable expenses. Receipts should be attached to the Expense Travel Form.

No mileage expenses are paid for travel between the home and the Employee's regularly assigned work location. However, Supervisors will be reimbursed for travel to and from home to SWCD office and other related travel for official business.

District Supervisor and employees are personally liable for all traffic law violations.

Commercial Air Flight, Train/Bus Travel and Out of State Car Rental:

Travel by airplane, train or bus shall be by coach or 2nd class, and to the most direct airport, terminal or destination, unless approved by the SWCD Board of Supervisors.

Out of state car rental must be pre-approved with documentation and justification.

MEAL & TIP POLICY

District Supervisors and employees are expected to order reasonably priced meals while traveling at SWCD expense and to submit receipts for all meals being reimbursed with no more than a 15% tip allowed. Alcohol is excluded.

In order to claim reimbursement for the morning meal (breakfast) or evening meal (dinner or supper), the Supervisor or employee must be on authorized overnight travel unless the meal is included in the function's registration fee. In order to claim reimbursement for the mid-day meal (lunch), the Employee or Supervisor must be on authorized travel. If meals are included in the registration fees, then such meals purchased elsewhere shall not be reimbursed.

Each meal for which reimbursement is claimed must be listed separately on the Expense Account and must be identified by date, by type of meal, by price, all accompanied by receipt. IN SITUATIONS WHERE MEALS ARE REIMBURSED UNDER THIS POLICY, EACH MEAL IS SUBJECT TO THE FOLLOWING REIMBURSEMENT LIMITATIONS ESTABLISHED BY THE LOGAN BOARD OF SUPERVISORS ON APRIL 18, 2006,

1. THE MORNING MEAL IS REIMBURSED UP TO 10.00 DAILY MAXIMUM.
2. THE MID-DAY MEAL IS REIMBURSABLE UP TO A \$20.00 DAILY MAXIMUM.
3. THE EVENING MEAL IS REIMBURSABLE UP TO A \$20.00 DAILY MAXIMUM.
4. AT NO TIME SHALL REIMBURSEMENT FOR MEALS EXCEED \$45.00 ON ANY CALENDAR DAY.

Lodging

Reimbursement for overnight lodging in commercial establishments is authorized per individual per calendar day at the hotel/motel recommended those planning the event or conference, plus the corresponding motel/hotel bed taxes. Lodging must be authorized in advance by the SWCD Board of Supervisors and be reasonable. Suggest that travelers inquire about and take advantage of government rates.

Personal Expenses

In adherence with the Ohio Revised Code, Section 1515, personal expenses in traveling are not reimbursable. Personal expenses include, but are not limited to, such things as expenses, laundry, entertainment, alcoholic beverages, and expenses relating to the Supervisors and employee's spouse, family.

Logan SWCD Board Minutes, April 2006

Cell Phone Policy:

The Logan SWCD cell phone is not to be used for personal use unless there is an emergency.

Spending Policy

A maximum of \$500.00 per month is allowed for miscellaneous expenditures that occur before a scheduled board meeting. *Logan SWCD minutes of February 18, 2003*

Checks & payment for Sprint, Dayton Power & Light are approved to be signed at each board meeting each month and for the rent check to Mike Beelman to be paid quarterly. *Logan SWCD minutes of November 30, 1999*

Postage for Soils Survey Books

Postage will be charged to mail Soils Survey books to individuals. *Logan SWCD minutes of March 18, 2003*

Tree Sale & Tree Protector Policy

Purchases of fifty or more tree protectors may be sold at a reduced price as long as Logan SWCD's costs are met. Seedlings for conservation planning may also be sold at a reduced rate. *Logan SWCD minutes of February 21, 2012*

Annual Leave Accrual

Part-time employees of Logan SWCD will accrue annual leave on all hours worked retroactive as of July 2002. *Logan SWCD minutes of May 20, 2003*

Bid Policy & Inventory Policy

Equipment owned by Logan SWCD valued at \$50.00 or greater, in working order, shall be disposed of through a bid process, the item awarded to the highest bidder. Notification of the item available for bid shall be advertised through the local media. Equipment owned by Logan SWCD valued at less than \$50.00 shall be sold outright to any interested party, not excluding a District/NRCS employee or district supervisor. *Logan SWCD minutes of June 17, 2003*

Logan SWCD Inventory/Salvage Policy

All Logan SWCD equipment will be inventoried as follows:

New equipment exceeding \$100.00 purchased/received by the District shall be added to the inventory list. Soil & Water Conservation District inventory tags will be placed on any items placed on inventory. The inventory list shall include the number on the inventory tag along with description, cost, purchase date, location where the item is kept, who is responsible for the item, date that the item was deleted and the date of the last inventory completed.

The District's Board of Supervisors will determine by official action (board vote) when an item valued over \$100.00 is deemed obsolete and the method of disposal.

1. The District may donate the item to a non-profit organization or group.
2. The District may offer the item for sale by sealed bid to be opened at the next regular board meeting. The item may be placed on E-Bay, however a cashier's check will be required for payment.
3. The District may offer the item on site for free.

When the item is deleted from the District's inventory, the item is to be recorded onto the District's salvage form. A complete description including property number, condition and quantity is required, along with the date and signatures of two employees'. Discarded items must be witnessed by another employee. The item will then be recorded on the Discarded Inventory list.

Logan SWCD minutes of February 2009

Use of Logan SWCD Communication Systems

All Logan SWCD and CCE Compliant communications service and equipment, including the messages transmitted or stored by them are the sole property of Logan SWCD and USDA/NRCS. Communications equipment and services includes, but is not limited to include mail, electronic mail, courier services, telephone systems, computers, computer networks, online services, internet systems, computer files, video equipment, tape recorders and recordings, cellular phones, and bulletin boards.

The communication systems and equipment will not be used for personal use. Employees who improperly use the Internet in violation of the policy will be subject to discipline, up to and including termination.

Logan SWCD minutes of April, 2015

Use of Logan SWCD Vehicles

All employees of Logan SWCD who are required to operate a motor vehicle in the course of their employment must maintain a valid Driver's license that applies to the type of vehicle to be operated and shall be subject to the following conditions and restrictions:

1. Periodic record checks at the Bureau of Motor Vehicles;
2. Use of seat belts by all drivers and passengers;
3. Immediately notify his or her supervisor of any moving violation;
4. In the event of a license revocation, suspension, or traffic offense conviction such as DUI/OVI (or similar), employees will be subject to appropriate personnel action, which may include termination of employment.
5. Comply with applicable laws and safe driving practices,
6. Driving while under the influence of alcohol, illegal drugs, or illegal use of prescription drugs is strictly prohibited,
7. All employees driving while on SWCD business must comply with State of Ohio Financial Responsibility laws,
8. All of the following activities are prohibited while driving on SWCD business:
 - a. Carrying alcoholic beverages or illegal drugs or illegal use of prescriptions,
 - b. Smoking of tobacco products,
 - c. Firearms,
 - d. Use of cell phones while driving

Violations of this policy will be subject to discipline, up to and including termination.

Logan SWCD minutes of April, 2015

Public Participation Policy

In an effort to keep Logan SWCD board meetings running efficiently and keep them running on time, board members have the right to limit public participation to 5 minutes per topic. If a longer time is needed, the public may contact the Logan SWCD office to be placed on the monthly board meeting agenda with a maximum of 30 minutes for public participation.

Logan SWCD minutes of April, 2015

Cost/Benefit Analysis for Senate Bill 160 Ditch Projects

The Logan Soil and Water Conservation District Board of Supervisors move that no Senate Bill 160 ditch project will be recommended to the Board of County Commissioners for approval unless the following takes place: All landowners that own parcels on which the project is located have signed a contract that gives a temporary construction easement and permanent maintenance easement for one dollar (\$1.00). The Cost/Benefit ratio must be 1 to 1 or greater in favor and at least 50 percent of the acreage must be in favor of the project. *Logan SWCD minutes of January 28, 2003*

Late Charges for Payment Owed to Logan SWCD

It is the policy of Logan SWCD to charge late charges of 1 ½ % to for payment owed to Logan SWCD if payment is not made within 30 days. *Logan SWCD board minutes of July 21, 2003.*

SWCD Standard Operating Procedures for Handling Pollution Complaints

The SWCD Standard Operating Procedures for Handling Pollution Complaints developed by the Ohio Department of Natural Resources has been adopted by the Logan Soil and Water Conservation District Board of Supervisors.

Board Meeting Minutes of November 18, 2003

Agricultural Pollution Complaints Policy involving Employees, Board Members or Personnel co-located with Logan SWCD Staff

“In the interest of preserving public credibility and working relationships, all pollution complaints received by Logan Soil and Water Conservation District involving employees and their family businesses, board members and their family businesses and personnel co-located with Logan SWCD staff and their family businesses shall be forwarded to the Ohio Department of Agriculture, Division of Soil and Water Conservation for investigation and follow-up. Once the complaint is forwarded to ODA-DSWC, all decisions regarding the resolution of the complaint will be made by ODA-DSWC”.

Adopted May 17, 2016. See Logan SWCD May 2016 Minutes

Lot Review Policy

It is the policy of Logan Soil and Water Conservation District to charge \$ 50.00 for each lot review and \$50.00 for each follow up visit. The district will invoice townships bi-annually for reimbursement. Logan SWCD will invoice townships bi-annually for reimbursement and sign a Memorandum of Understanding that has been approved by the Logan County Prosecutor. Logan SWCE will make recommendations for the lot reviews and the township will be responsible for collecting the fees and assume responsibility that the recommendations are enforced.

Board Meeting Minutes of December 19, 2006

CNMP Plans Policy

It shall be the policy of the Logan Soil and Water Conservation District Board of Supervisors that district employees will not prepare Comprehensive Nutrient Management Plans for the following facilities, landowners, or operators:

1. Those exceeding 1000 animal units and requiring Ohio Department of

Agriculture permits.

2. Those that are required to have and Ohio Department of Agriculture permit because of orders from Ohio Department of Natural Resources.
3. Those that are required to have NPDES Permit from the Environmental Protection Agency.

The Logan Soil and Water Conservation District Board of Supervisors also reserve the right to reject any request for a Comprehensive Nutrient Management Plan if it is not in the best interest of the district or its' employees to complete the plan.

Board Meeting Minutes of April 20, 2004

Group Drainage Project Petition Deposits

Any group drainage project petition involving a watershed of 1 to 100 acres will require a \$100.00 deposit.
Any group drainage project petition involving a watershed of 101 to 500 acres will require a deposit of \$500.00.
Any group drainage project petition involving a501 acres or more will require a deposit of \$1,000.00

Board Meeting Minutes of April 26, 2005.

Copy Charges

There will be a charge of \$.60 for each colored copy and a charge of \$.10 for each black copy (previously approved)

Board Meeting Minutes of December 20, 2005

Change Fund Policy

A change fund shall be established for \$100.00 and will be maintained at \$100.00 at all times. The purpose of the change fund is to make change for purchases made at the Logan SWCD office such as flags, plat books and tree protectors, Tree Sales and registrations only. The change fund is not to be used for purchases or paying bills.

Minutes of September 19, 2010

Financial Accounts Dual Signatures Policy

All accounts with Logan Soil & Water Conservation District financial accounts (ie: checking, savings, investments) require dual signatures for all withdrawals.

Minutes of February 19, 2013

U S Fish and Wildlife Project Payments

The District Administrator upon Fiscal Agent approval has board approval to submit payment for U.S. Fish and Wildlife projects as long as the funds are already in the Logan SWCD treasury.

Minutes of October 21, 2014

Public Participation Policy

In an effort to keep Logan SWCD board meetings running efficiently and keep them running on time, board members have the right to limit public participation to 5 minutes per topic. If a longer time is needed, the public may contact the Logan SWCD office to be placed on the monthly board meeting agenda with a maximum of 30 minutes for public participation.

LOGAN SOIL & WATER CONSERVATION DISTRICT

Public Records Policy

MISSION STATEMENT

Openness leads to a better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of [public office] to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

DEFINING PUBLIC RECORDS

All records kept by Logan Soil & Water Conservation District are public unless they are exempt from disclosure under Ohio law. *Exempt from disclosure under Ohio law includes records housed in this office that are under the jurisdiction of the Natural Resources Conservation Service, a Federal Agency.* All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of Logan Soil & Water Conservation District that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

It is the goal of Logan Soil and Water Conservation District that all requests for public records should be acknowledged in writing or, if possible, satisfied within 1 business day following the office's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requestor by generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of the office and the public educated as to the office's obligations under the Ohio Public Records Act, Open Meetings Act, records retention laws and Personal Information Systems Act.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device (such as a Blackberry) are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

DENIAL OR REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records

available for public inspection or copying, the office shall notify the requestor of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for black paper copies is 10 cents per page. The charge for color paper copies is 60 cents. The charge for plotter size maps is \$6.00. The charge for electronic files downloaded to a compact disc is \$1.00 per disc.

A requester may be required to pay in advance for costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies. There is no charge for documents e-mailed.

MANAGING RECORDS

Logan Soil & Water Conservation District records are subject to records retention schedules. The office's current schedules are available at 324 Co. Rd. 11, Bellefontaine, Ohio 43311, a location readily available to the public as required by §149.43(B)(2), Ohio Revised Code.

Logan SWCD board minutes February 21, 2012.

Public Records Request Form

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor:	
Street Address/Mailing Address:	City, State, Zip:
Phone Number(s):	Date Records Request Received:
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT.	
<p>The Logan County Commissioners Office provides Other photocopies of public records at the rate of 5 cents per page. fees are noted in the Public Records Policy. All requests require advance payment. There is no charge to inspect records while in Logan County Commissioners You Office. Please check your preference below. will be contacted as soon as possible to complete your records request.</p> <p><u>I would like to inspect these records</u> in the building when they are ready.</p> <p><u>I would like these records copied, and</u> I will pick them up when they are ready.</p> <p><u>I would like these records copied and</u> mailed to me at the address on this form.</p>	
Name of Employee Handling Request:	Date Request Was Completed:

Public Record Request Response Form

(Form PR-1)

Thank you for your recent public record request. The **Logan Soil & Water Conservation District office** will respond in accordance to the applicable provisions of the Ohio Public Records Act.

On _____ you requested the following records/information:
(date)

The record/information requested:

Legal Authority Cited
(if applicable)

<input type="checkbox"/> Is attached/ mailed/ emailed	
<input type="checkbox"/> Is not maintained by this office <i>(office will attempt to direct requestor to correct office).</i>	(list office)
<input type="checkbox"/> Is overly ambiguous <i>(despite efforts to clarify)</i>	ORC 149.43(B)(2)
<input type="checkbox"/> Does not exist and/or no obligation to create.	ORC 149.40
<input type="checkbox"/> Has been disposed pursuant to One-Time Records Disposal or pursuant to Retention Schedule.	RC-2
<input type="checkbox"/> Is not subject to release in its entirety.	(cite legal authority)
<input type="checkbox"/> Is subject to release, however the following redactions have been made to protect exempted information:	ORC 149.43(B)(1)-(3)

<u>Redaction:</u>	<u>Legal Authority Cited:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Prepared by: _____
If applicable, Legal Review by: _____

Date: _____
Date: _____

Rules of Public Notice

RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL, AND EMERGENCY MEETING OF THE LOGAN SOIL AND WATER CONSERVATION DISTRICT LOGAN COUNTY, OHIO

SECTION 1. NOTICES AND PUBLIC MEETINGS

All notices to be posted or provided under the following rules shall be (1) posted in the Logan Soil and Water Conservation District office, (2) provided to at least one newspaper of general circulation published within the county, (3) provided in the manner or manners described below to any other news media requesting notice in writing and to any other entities or individuals requesting in writing and paying in advance for same according to the following rules, and (4) shall be posted on the Logan Soil and Water Conservation District web site linked to the Logan County web site.

SECTION 2. REGULAR MEETINGS

The regular meeting of the Logan Soil and Water Conservation District (the District) shall be held at 5:00 PM or as soon thereafter as a quorum is present on the third Tuesday of each month, and shall continue until the conclusion of business, except for occasional recesses for breaks, if necessary, which shall be announced at the time they are taken. The District may consider all business that may otherwise be considered by the District at a regular or special meeting.

Unless otherwise provided, all meeting will be held at the office of the Logan Soil and Water Conservation District, located at 325 County Road 11, Bellefontaine, Ohio in the USDA conference room as is the most suitable for the type of business being conducted, as determined solely by the District Supervisors, as that term is used in Ohio Revised Code Section 1515.07. If the District Supervisors anticipate that a larger meeting space shall be required to accommodate public attendance at any regular meeting within the conference room, the District Supervisors shall provide notice as provided in Section 1 no later than 9:00 a.m. of the day preceding the date of the meeting. If any meeting or part of a meeting is attended by an unusually large number of persons, the District Supervisor may move the meeting to another location and shall post a notice only at the place of original meeting giving directions to the new meeting place.

If the date or time of a regular meeting is changed, or if the location of a regular meeting is to be held at a place other than the USDA conference room, notice of the change shall be as providing in Section 1 at least one week prior to the said meeting unless, there are not enough District Supervisors to make a quorum, in which case a notice will be posted at the place of the original meeting and another meeting date will be announced (see Section 1).

SECTION 3. SPECIAL AND EMERGENCY MEETINGS

All other meetings of the District shall be called as required to complete the business of the District and shall be treated as special meetings for purposes of Ohio Revised Code Section 121.22. Special meetings of the District will be held at the call of any one of the five District Supervisors. The call for a special meeting shall specify the date, time, location, and purpose or purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular

meetings.

The District Supervisors shall give notice of the date, time, location, and purpose or purposes of a special meeting, other than an emergency meeting, by following the notice procedures set forth in Section 1 as early as practicable, but not later than twenty-four (24) hours before the time the meeting is to start.

If there is sufficient time to post twenty-four hour notice, the Secretary shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of the emergency meeting shall consist of notifying all news media who have requested notice of special or emergency meetings as soon as an emergency meeting has been called or if communications are not possible due to acts of God or similar conditions, as soon thereafter as is possible.

SECTION 4. NOTICE OF MEETINGS TO DISCUSS PARTICULAR BUSINESS

The District Supervisors shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed to any person who has requested such notice. If time permits, such notice shall be by mail or, if so requested, by facsimile or e-mail. Otherwise, telephone notice shall be given or, if so requested, by facsimile or e-mail. A request for notice shall be in writing, shall state the requester's name, address, telephone number, e-mail address, if any, an indication of the type of notice preferred (regular mail or e-mail), and the nature of the public business of which the requester has a particular interest and desires notice. The request shall be accompanied by a payment of the actual expense of fulfilling that request (ex. Certified Mail, Ground, etc.) and be payable by an annual fee payable before fulfilling that request and shall remain in force for one year and may be renewed by submitting a new request in writing with a new annual fee at the rate in effect at the time of the new request.

The Logan Soil and Water Conservation District Policies were reviewed and approved on this date:

_____.

District Supervisor

District Supervisor

District Supervisor

District Supervisor

District Supervisor