



District 17 Natural Resources Assistance Council
Delaware, Fairfield, Knox, Licking, Morrow, Pickaway Counties

FY 2025 – Working Session Meeting

Mid-Ohio Regional Planning Commission
111 Liberty Street, Columbus, Ohio 43215

Friday, Jan 17, 2025
10:00 a.m.

1. Meeting Call to Order
2. Approval of Nov. 11 and March 28 Minutes
3. OPWC Update
 - a. Available Balance
4. Other Business
 - a. Review of Scoring and Methodology
5. Approval of FY 26 Budget, Workplan and Schedule
6. Adjournment

If you require special assistance, please notify Lynn Kaufman at 614-233-4189 or lkaufman@morpc.org

Attendees:

David Heithaus
Steve Goodwin
Kristy Hawthorne
Tony DiNovo
Richard Niccum
Nicholas Eippert
Arista Hartzler
Susan Kuba

Guests:

Nick Rose, OPWC
Edwina Teye, MORPC

Chair Heithaus called the committee to order at 9:58am

Chair Heithaus called the roll and a quorum was present

Nicholas Eippert motioned to table approval of the minutes from March 28, 2024, until next meeting. Seconded by Chair Heithaus.

Chair Heithaus announced that Vince Utterback resigned, and Tony and Carrie Morrow are set to be appointed to the NRAC, filling it to its maximum.

Chair Heithaus opened the floor to discussion on the Circleville Parks and Trail Expansion. Committee members remarked that it was not a typical project, but was good, nonetheless.

Richard Niccum motioned to fund the project, seconded by Nicholas Eippert. The motion carried unanimously.

Chair Heithaus opened the floor for other business. The committee discussed promoting the program and ways to orient new applicants to the program.

Chair Heithaus opened the floor for public comments. None were present.

Steve Goodwin made a motion to adjourn the meeting. The motion was seconded by Chair Heithaus. The motion carried and the meeting was adjourned at 10:30am.



District 17 Natural Resources Assistance Council

MEETING MINUTES

Thursday, March 28, 2024

A DIGITAL RECORDING OF THE FULL MEETING IS AVAILABLE IN THE OFFICE OF THE LIAISON

MEMBERS PRESENT

David Heithaus
Susan Kuba
Tim Colburn

Steve Goodwin
Rich Niccum

Arista Hartzler
Vince Utterback

Tony DiNovo
Nick Eippert

MEMBERS ABSENT

Kristy Hawthorne

Brian Ball

STAFF PRESENT

Angela Farley, Liaison

Kim Landis

PUBLIC ATTENDEE

Nick Rose, OPWC

Tobey Mallachran

Steve Fleegal

Jennifer Demello

The District 17 Natural Resources Assistance Council (NRAC) meeting was opened by Chair David Heithaus.

Roll call was taken and all members were seated.

Minutes from Thursday, February 15, 2024

Steve Goodwin moved to approve the February 15, 2024, Meeting Minutes. Vince Utterback seconded the motion. A voice vote was called and the motion passed unanimously.

Announcements of the Chair

David Heithaus stated they were meeting to make some corrections to the scoring methodology and have discussion on the policy manual after Linda Bailiff of OPWC reviewed the documents. He stated in the interest of avoiding mis-steps of the sorts that we had the last round, we should really let OPWC speak for OPWC and the NRAC will speak for the NRAC. We just need to make it clear where people go for the information they need.

Organization

- **Expiring Terms (2024):**
Vince Utterback (11/9/2024)
Tony DiNovo (11/9/2024)



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Angela Farley stated that Tony and Vice will need to reapply before the deadline in November. David Heithaus asked them to get back with their appointing authority for a letter for reinstatement. Both members stated their intent to renew their terms.

Old Business

None

New Business

- FY 25: Scoring Methodology and Policy Manual Review and Update

David Heithaus stated in terms of the Methodology there were two comments from OPWC, the first was about the notes at the beginning that caused some confusion, and since it's no longer relevant, he asked for someone to move to strike the phrase: No additional supporting documentation for or amendments to a proposed project will be accepted after the designated cut-off date for application submissions unless specifically requested of the applicant by the District 17 NRAC.

Vince Utterback moved to strike the aforementioned phrase to the Methodology. Tony DiNovo seconded the motion. A voice vote was called and the motion passed unanimously.

- Discuss the policy on making minor changes to language in the Methodology based on OPWC requests without scheduling a full meeting in the future

David Heithaus stated the second comments from OPWC was about using the language in statute and not as written currently under 'Level of Coordination' and 'Level of Conservation Coordination'. There was discussion and agreement to swap the language in the Methodology with the language that is in the Ohio Revised Code.

Steve Goodwin moved to approve the swap to statutory language of section A4 and A5 respectively in the Methodology. Tim Colburn seconded the motion. A voice vote was called and the motion passed unanimously.

- Policy Manual review and update

The Board discussed the 5% appraisal value. Nick Rose, OPWC, suggested removing this entirely and then just referring to OPWC's appraisal document rather than restating OPWC policy; just avoid OPWC policy and just stick with the NRAC. David Heithaus agreed and stated that this 18-page document could probably be whittled down to 4 pages. The Board discussed the language and Angela Farley made changes to the Policy Manual in real time. David Heithaus asked if they could just say they're going to



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strip the document of repetitive language, link to the OPWC pages for everything that's OPWC related and only talk about the things in this document that are relative to NRAC's entity. The Board asked about what other NRAC's do and if they have a policy manual. Nick Rose pulled up District 1 and stated they just have supplements and both District 9 and District 13 do not have a policy manual. He stated that the document for District 17 is more of an applicant guide and the choice would be to go that route or have it just be specific NRAC policies. The Board discussed and agreed upon a tie-breaker strategy for when the percent match is the same, the project with the most recent funding would be eliminated. However, if both were the same then it would have to be decided by a Board vote, as coin flips are not an objective tie-breaker. Nick Rose stated the requirement is for 2-tiers. David Heithaus stated we've got score, followed by percent match, followed by years since award (if the match is the same). Angela Farley made changes to the Policy Manual in real-time.

Vince Utterback moved to approve the language changes as described above to the Policy Manual. Steve Goodwin seconded the motion. A voice vote was called and the motion passed unanimously.

The Board discussed renaming the Policy Manual to (the program year) Application Guidelines, along with other changes that were made in real time by Angela Farley. The Board also discussed enabling Angela Farley, after consulting with the Chair, to make conforming changes to the Methodology with the Chair's approval without convening the whole NRAC.

Tim Colburn moved to approve Methodology with the caveat that conforming changes requested by OPWC could be executed by the Liaison at the approval of the Board Chair without convening the whole NRAC. Nick Eippert seconded the motion. A voice vote was called and the motion passed unanimously.

The Board discussed making the same motion as above for the Policy Manual to avoid reconvening.

Tim Colburn moved to approve Policy Manual/Application Guidelines with the caveat that conforming changes requested by OPWC could be executed by the Liaison at the approval of the Board Chair without convening the whole NRAC. Nick Eippert seconded the motion. A voice vote was called and the motion passed unanimously.

Board Comments

None

Other Business

None



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Public Comments

None

Adjournment

Susan Kuba moved to adjourn. Steve Goodwin seconded the motion. A voice vote was called and the meeting was adjourned at 10:49 am.

Work Plan & Budget
for
Clean Ohio Conservation Program

January 1, 2025, to February 27, 2026

*Supplemental activities represent costs for services in excess of required district activities. Personnel costs also include some supplemental activities for work items identified in the Plan of Work

Exhibit 1

BUDGET

CLEAN OHIO CONSERVATION FUND PROGRAM

(Administered by the Ohio Public Works Commission)

Project Expenses

January 1, 2025 – February 27, 2026

Personnel (Salary/Fringe/Indirect)	\$17,400.00
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- Application review and data entry
- Management oversight & coordination
- Program coordination
- Secretarial support
- GIS technical assistance
- Press releases
- Technical support
- Update District 17 web site information and applicant manual

Other Direct Costs	\$100.00
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- Telecommunication, travel, meetings, paper, photocopying, printing, miscellaneous

TOTAL	\$17,500
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*Supplemental activities represent costs for services in excess of required district activities. Personnel costs also include some supplemental activities for work items identified in the Plan of Work

EXHIBIT 2

DISTRICT 17 PUBLIC WORKS INTEGRATING COMMITTEE (D17 PWIC)

PLAN OF WORK

Clean Ohio Conservation Program

1. **Complete administration of Fiscal Year 2026 and submission to OPWC**
 - **Receive, process and score FY26 applications.
 - Coordinate with the NRAC to approve ranking slates for Clean Ohio
 - Coordinate with OPWC to communicate project rankings and provide information needed to prepare funding agreements.
2. **Administration of Fiscal Year 2026**
 - Review criteria and work with committee to propose revisions, changes or new criteria or policies for final approval by the NRAC.
 - Request reappointment or new appointments to the NRAC.
 - Update program documentation and file with OPWC.
 - Provide applications to prospective applicants.
 - Provide access to District 17 forms and application materials via the Internet. Post changes and list meeting dates, etc.
 - Receive, process and review scoring for Fiscal Year 2026 applications.
3. **Provide information and assistance to applicants.**
 - Upon request of local officials and their representative and/or OPWC officials, track implementation of projects and assist expedition of district projects. Interpret and communicate OPWC policies and procedures to all potential applicants and their representatives.
 - Notify all eligible entities within the District of the opportunity to apply for financial assistance.
 - **Respond to questions and provide technical assistance in preparing project applications as requested. Specifically, work with the appropriate parties to assist applicants in the preparation of competitive project applications for Fiscal Year 2026 funds.
 - **Meet with individuals, community officials, project engineers and countywide organizations to explain the program.
 - Disseminate program policies and procedural changes to District 17 NRAC applicants.
4. **Provide administrative and technical support to the District NRAC**
 - Recommend policies and work with the committee to ensure program compliance, efficiency, and fairness.
 - Record and distribute minutes of the District 17 NRAC meetings to members and others upon request.
 - Maintain complete, orderly files on all applications, communications and other

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pertinent documents received.

- Provide summaries, lists and other information to committee members upon request.
- Respond to reasonable media and applicant inquiries regarding project and funding levels.

5. Attend seminars and conferences as required to maintain staff proficiency.

- Represent the district at all state OPWC meetings.

6. Collect data and produce GIS Maps as requested.

****Utilizing the MORPC's Geographic Information Systems (GIS) capabilities, produce maps showing approved projects funded through Fiscal Year 2026. Staff will produce community project maps upon request.**



*District 17 – Delaware, Fairfield, Knox, Licking, Morrow & Pickaway Counties
614-228-2663*

Clean Ohio Conservation Fund – Fiscal Year 2026 Schedule

2025

January 17 Friday, 10am – 12:00pm	Working Session (Methodology, Policies & Criteria)
September 19 Friday, 5:00pm	Final Applications Due
September 26 Friday, 5:00pm	Applicants Notified of Missing Required Information
October 2 Thursday, 5:00pm	Submittal of Missing Information
October 7 Tuesday, 5:00pm	PDFs of Applications sent to NRAC members
October 10 (if necessary) Friday, 9am – 5:00pm	Site Visits (Confirm by Oct. 8th)
October 17 (if necessary) Friday, 9am – 5:00pm	Site Visits
October 28 Friday, 5:00p.m.	Application Scores Due
November 13 Thursday, 10:00am – 11:30a.m.	NRAC Meeting – Applicant Presentations, Scoring & Votes (*Project Updates)

Submit inquires, screenings and applications to:

Edwina Teye | 614-233-4233 | eteye@morpc.org

Mid-Ohio Regional Planning Commission | 111 Liberty Street, Suite 100 | Columbus, OH 43215

The meetings will be held in-person. Please check MORPC's [meetings and events webpage](#) for details.

DRAFT – 01/08/2025