

FAIRFIELD SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF SUPERVISOR'S MEETING MINUTES

**Date:** April 13, 2017

**Location:** 831 College Avenue, Lancaster, Ohio

**Board of Supervisors in attendance:** Mark Boving, Wendy LaRue, Don Rector, Tim White  
(Matt Reese could not attend.)

**District staff:** Amy Boyer, Nikki Drake, Jonathan Ferbrache, Chad Lucht, Tommy Springer

**NRCS Staff:** Dave Libben, Brice Shaw

**Others:** Jerrod Hittle, ODA Program Specialist

Meeting called to order at 5:13 p.m. by Chair Mark Boving.

**Approval of minutes of March 9, 2017, Board meeting**

Motion: Wendy Second: Tim All in favor

**Approval of financial report for March 1-31, 2017**

Motion: Don Second: Tim All in favor

RECEIPTS

3 plat books sold	\$ 60.00	Dist. Fund
226 wildlife packets sold	3,462.00	“ “
Copies sold	53.25	“ “
Mike Wolfe – tile plan fee (3-WAL-17)	100.00	“ “
Ohio Dept. of Agriculture – 2017 Healthy Soils Mini-grant \$581.36; AEPP Inspections/review \$1,600	2,181.36	“ “
Fairfield SWCD Special Fund – reimb. cost to mail February newsletter	237.64	“ “
MI Homes of Central Ohio – sediment & erosion control inspection fee for Heron Crossing, Section 2	8,125.00	“ “
OFSWCD – TSP funds for CRP	19,952.25	“ “
OFSWCD – TSP funds for EQIP	2,977.75	“ “
Tom Lamb – tile plan fee (6-BLO-17)	100.00	“ “
Star Ohio – interest (February)	92.05	“ “
Warren Campbell – fee for GPS as-built survey only	50.00	“ “
<b>Total Receipts District Fund</b>	<b>\$37,391.30</b>	
ODA, Soil & Water Conservation – March state match payment	14,445.00	Spec. Fund
FSWCD District Checking – inspection/review of AEPP properties for ODA	1,600.00	“ “
Fairfield County Airport – MS4 storm water plan development	1,600.00	“ “
GovDeals – sale of 2003 Ford F-150 by auction	2,544.00	“ “
<b>Total Receipts Special Fund</b>	<b>\$20,189.00</b>	

BILLS

Fairfield SWCD Special Fund – Ck#5110 – transfer AEPP inspection/review funds received from ODA	1,600.00	Dist. Fund
Bob Boyd Auto Family – Ck#5111 – 2017 Dodge RAM truck (DCF funds)	30,035.50	“ “
U.S.P.S. – Ck#5112 – 85 post card stamps to mail Liberty MS4 post cards (\$4 of the \$32.90 was for regular postage purchased using check from special fund)	32.90	“ “
Nextel Communications – Ck#5113 – monthly cell (\$84.12 TSP; \$64.13 Phase 2)	148.25	“ “
Vinton co. National Bank – Ck#5114 – Visa bill (Visa bill-office/education supplies)	14.95	“ “
Lancaster Eagle-Gazette – Ck#5115 – mthly newspaper subscription (April)	22.30	“ “
Ink My Logo – Ck#5116 – magnetic name badge for Wendy LaRue	21.67	“ “
<b>Total Expenses District Fund</b>	<b>\$31,875.57</b>	

Salaries (3/3, 3/17 & 3/31)	L-1	35,978.43	Spec.Fund
Health Insurance	L-13	9,794.76	“ “
Life Insurance	L-13	49.86	“ “
Medicare	L-12a	490.47	“ “
Long-Term Disability (50% match on employees who elect coverage)	L-13	27.48	“ “
PERS	L-11	<u>5,036.94</u>	“ “

**Total Salaries & Benefits \$51,377.94**

Jonathan Ferbrache – PO#3415 – reimb. parking at 2/27 OFSWCD Annual Meeting in Columbus	L-9	10.00	Spec. Fund
Chad Lucht – PO#3421 – reimb. parking at 2/27 & 2/28 OFSWCD Annual Meeting in Columbus	L-9	20.00	“ “
U.S.P.S. – PO#3535 – postage stamps (200-\$.49; 60-\$.21) *First class stamps went from \$.47 to \$.49, \$4 written from check#5112	L-2	106.60	“ “
Vinton Co. National Bank – PO#3675 – Visa bill (6 staff & 2 board reg. to 2017 Annual Meeting in Columbus on 2/27-2/28/17)	L-9	840.00	“ “
Vinton Co. National Bank – PO#3676 – Visa bill (windshield wiper arm part for Honda Element from Buckeye Honda \$56.79; new wiper blades from Auto Zone \$33.98)	L-3	90.77	“ “
Fairfield Co. Auditor – PO#3850 – GIS aerial photo project share of costs	L-3	1,950.00	“ “
Sondra N. Drake – PO#3851 – reimb. mileage to judge District 8 science fair on 3/18/17	L-9	18.73	“ “
MT Business Technologies Inc. – PO#3970 – copier maintenance agreement base fee (3/3-6/2/17) and excess copy charges (12/3/16-3/2/17)	L-4	<u>284.63</u>	“ “

**Total Expenses Special Fund (Purchase Orders) \$3,320.73**

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1553 3/20 Monthly fuel bill	L-2	\$59.01	<i>Current Balance \$497.14</i>
BP America – Blanket PO#1549 3/7 Monthly fuel bill	L-2	\$71.00	<i>Current Balance \$620.36</i>
AT&T – Blanket PO#1547 3/13 Monthly phone bill	L-5	\$45.83	<i>Current Balance \$162.51</i>
Time Warner Cable -- Blanket PO#1551 3/14 Monthly business class service	L-5	\$119.99	<i>Current Balance \$359.97</i>

DISTRICT FUND BALANCES AS OF 3/31/17:

\$266,552.11	Total balance in District Account
	\$153,915.62 - Balance in Star Ohio
	\$112,636.49- Balance in District Checking Account
\$177,342.59	Amount to be used only for the following programs/grants/etc.:
	\$37,589.48 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned) <b>Restricted Funds</b>
	\$2,885.82 - Phase II Funds (County Commissioners) <b>Restricted Funds</b>
	\$572.90 – Amount that can be used for a project utilizing the following funds:
	\$256.44 – Conservation Funds (Rager Fertilizer fine) <b>Committed Funds</b>
	\$124.65 – Mall Wetland Sign Funds <b>Assigned Funds</b>
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>

\$2,255.84 – Clear Creek Funds **Restricted Funds**  
 \$472.80 – 2016 Healthy Soils Mini-Grant for Cover Crops (ODNR) **Restricted Funds**  
 \$26.28 – 2017 Healthy Soils Mini-Grant for Soil Sieves **Restricted Funds**  
 \$57,443.41 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**  
 \$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) **Assigned Funds**

\$89,209.52 Total undedicated funds

PETTY CASH

Beginning Balance \$27.26

Ending Balance \$27.26

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 3/31/17:

Balance in Budgeted Appropriation Account - \$419,047.63

Balance in Special Account – \$214,712.27 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$43,335.00

Received to date - \$157,893.00

**Special Fund Account Balances**

L-1 Salaries \$233,051.95	L-10 Advertising \$3,504.45
L-2 Supplies \$8,748.63	L-11 PERS \$32,387.34
L-3 Equipment \$11,914.30	L-12 Worker's Comp. \$1,471.45
L-4 Repair & Maintenance \$694.68	L-12a Unemployment \$10.00
L-5 Contract Services \$11,998.34	L-12a Medicare \$3,479.62
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$88,215.72
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$333.66
L-9 Travel Reimbursement \$6,151.61	L-13 Long Term Disability \$165.88

**Vacation, Sick & Comp Leave Balances (as of 3/31/17)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	916.53	465.43	13.13
Nikki Drake	960.25	429.55	15.50
Jonathan Ferbrache	219	209.50	7.13
Christina Holt	677.18	474.18	9.38
Chad Lucht	2,294.81	403	8.25
Tommy Springer	694.39	164.25	1.63

# “Dedicated Conservation Fund”

Vinton County National Bank

## RECEIPTS

Vinton Co. National Bank – checking account interest (February)

\$ 28.31

## BILLS

None

## DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/17:

\$246,061.68 Total Cash Balance  
\$954.92 - Interest Earned  
\$15,380.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**  
\$8,000.00 – GPS/GIS Service Funds from Violet Township (Curb Inlets, Structures, Storm Piping Size) **Assigned Funds**  
\$21,332.74 – Pesticide Application **Committed Funds**  
\$59,733.66 – Engineering Program Funds **Committed Funds**  
\$140,659.99 - Urban Program Funds **Committed Funds**

Jerrod Hittle, ODA Program Specialist, discussed administrative reviews which are sent to the state auditor every year. We should receive a letter about that by the next Board meeting. Election forms are on the website. Nominees are needed 45 days prior to the election. We will need to know if Mark and Tim are rerunning for election this year. Matt is on the nominating committee. Mini grant funding has been released. Send a report when it is done versus waiting. More information with guidance from Matt Lane is coming on May 4<sup>th</sup> for volunteer nutrient management plans. Amy and Nikki sat through the recent webinar. Dates were given:

- 4/20/17 SWC Commission meeting
- 4/25/17 Area Envirothon
- 4/30/17 Special Fund monies must be deposited
- 5/17/17 deadline for Conservation Farm Family Award – (Roger Bowers to be resubmitted.)
- 5/31/17 deadline for Annual Plan of Work

The banquet will be held again at Alley Park and our entertainment has been lined up (freelance photographer).

Dave gave the NRCS Report. He and Brice have been to training in Cincinnati and Columbus. Scoring has been done on 8 CSP applications. There will be a teleconference on the new CRP SAFE monarch focus. EQIP had 3 applications preapproved. Jim Krile will be hosting a forestry outreach event on May 16 for us and ODNR. Jason VanHouten, Forester, is helping to plan it. Brice spoke about the Wellhead Protection Act. Those must be checked for re-enrollments.

### **Approval of Cooperative Working Agreement with ODA and NRCS**

Motion: Tim Second: Don All in favor

### **Approval of CORSA insurance due at a cost of \$5,849 for program year 5/1/17-4/30/18**

Motion: Wendy Second: Tim All in favor

### **Approval of Wildlife Specialist Agreement with addition of exhibit which is an addendum on Federal Grants (\$14,400 - pays part of Tommy’s salary)**

Motion: Tim Second: Don All in favor

**Approval of transfers for the Dedicated Conservation Fund for periods 10/1/16-12/31/16 & 1/1/17-3/31/17.** We are close to the limit (Memorandum of Agreement for Deposit of Public Funds up to \$250,000) on the DCF, so DESC money will now be deposited into the Special Fund.

Motion: Don Second: Tim All in favor

**Approval of Inventory Retirement Form – HP computer server** (replaced, will recycle at this month's Collection Event)

Motion: Wendy Second: Tim All in favor

**Approve Amy to sign Buckeye Lake comment letter to Army Corps of Engineers on behalf of the Board to address concerns of dam penetrations** (See Jonathan's board report for letter.)

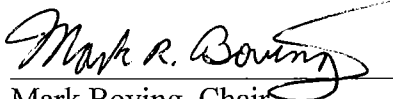
Motion: Wendy Second: Tim All in favor

Two students (one from Amanda-Clearcreek High School and one from Wilmington College) have been chosen to receive the SWCD scholarships.

Dave Brandt's field day was full at 300 attending including 15-20 Canadians who toured Wolfinger and Berry Farms the next day. Speakers were from Texas, South Carolina and South Dakota.

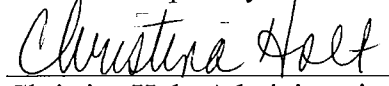
**Adjourn at 6:16 p.m.**

Motion: Wendy Second: Tim All in favor

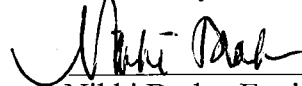
  
Mark Boving, Chair

  
Matt Reese, Secretary

Financial Report by:

  
Christina Holt, Administrative Assistant

Minutes by:

  
Nikki Drake, Engineering Technician