

**FAIRFIELD SOIL & WATER CONSERVATION DISTRICT
SUPERVISORS MEETING**

Date: December 12, 2016

Location: 831 College Avenue, Suite B, Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Don Rector, Matt Reese, Tim White, Mike Wolfe

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

NRCS: Dave Libben, Brice Shaw

Others: Jarrod Hittle, ODA Program Specialist

Meeting called to order at 5:17 p.m. by Mark Boving. Mark and Tim congratulated Nikki for receiving the OFSWCD 2016 Area 5 Employee of the Year award and Amy for a great presentation on our business plan at the Area 5 Winter Meeting last night.

The minutes from the November 10, 2016, Board meeting were reviewed. *Matt made a motion to approve the minutes. Mike seconded. A vote was taken: all in favor. Motion carried.*

The financial report was reviewed. *Mike made a motion to approve the financial report. Matt seconded. A vote was taken: all in favor. Motion carried.*

RECEIPTS

4 plat books sold	\$ 80.00	Dist. Fund
Copies sold	7.00	“ “
1,300 flags sold	130.00	“ “
Mike Hummel – GPS tile as-built survey	50.00	“ “
Star Ohio – interest (October)	<u>81.64</u>	“ “
Total Receipts District Fund	\$348.64	

ODA, Soil & Water Conservation – November state match payment	28,389.00	Spec. Fund
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BILLS

Walnut Creek Seeds LLC – Ck#5083 – seed mix for 2016 Healthy Soils Mini-Grant	71.60	Dist. Fund
Pickerington Local School District – Ck#5084 – remaining sediment & erosion control inspection fees for Toll Gate	2,659.67	“ “
Nextel Communications – Ck#5085 - monthly cell bill (\$84.20 TSP; \$64.21 Phase 2 funds)	148.41	“ “
Lancaster Fairfield Co. Chamber of Commerce – Ck#5086 – 2017 membership	206.00	“ “
Vinton Co. National Bank – Ck#5088 – Visa bill (office supplies \$40.86 & \$19.96 in supplies for pesticide application equipment winterizing)	60.82	“ “
Scioto Sign Co. Inc. – Ck#5089 – 2 cooperator signs	48.66	“ “
Lancaster Eagle-Gazette – Ck#5087 – monthly newspaper (Dec.)	<u>23.30</u>	“ “

Total Expenses District Fund \$3,218.46

Salaries (11/10 & 11/23)	L-1 23,484.83	Spec. Fund
Health Insurance	L-13 9,602.64	“ “
Life Insurance	L-13 36.00	“ “
Medicare	L-12a 315.96	“ “
PERS	L-11 <u>3,287.87</u>	“ “

Total Salaries & Benefits \$36,727.30

Chad Lucht – PO#8499 – reimb. parking fees to attend 9/28-9/30/16 County Engineers Association of Ohio 2016 Ohio GIS Conference in Columbus, OH	L-9 31.00	Spec. Fund
AT&T – added to blanket PO#1793	L-5 31.66	“ “
Vinton Co. National Bank – PO#8814 – Visa bill (computer cable from Best Buy & supplies from Menards for fair booth setup)	L-2 46.14	“ “
Vinton Co. National Bank – PO#8815 – Visa bill (T. Springer reg. to 11/15 Ohio Community Wildlife Cooperative Conference 2016; J. Ferbrache reg. to COLT Fall Meeting on 11/10/16)	L-9 85.00	“ “

OFSWCD – PO#8816 – State service fees for 2017	L-7	1,810.00	“	“
National Association of Conservation Districts – PO#8817 – 2017 dues	L-7	775.00	“	“
BW Tire Pickerington – PO#8818 – oil change on Honda Element	L-3	23.95	“	“
Handle With Care IT – PO#9056 – IT service to fix security warning when opening Outlook	L-5	<u>152.00</u>	“	“

Total Expenses Special Fund (Purchase Orders) \$2,954.75

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 11/15 Monthly fuel bill	L-2	\$272.09		
			<i>Current Balance \$56.87</i>	
BP America – Blanket PO#1799 11/7 Monthly fuel bill	L-2	\$79.68		
			<i>Current Balance \$43.84</i>	
AT&T – Blanket PO#1793 11/7 Monthly phone bill	L-5	\$48.40		
			<i>Current Balance \$0</i>	
Time Warner Cable – Blanket PO#7871 11/14 Monthly business class service	L-5	\$119.99		
			<i>Current Balance \$0</i>	

DISTRICT FUND BALANCES AS OF 11/30/16:

\$235,190.02 Total balance in District Account

- \$153,535.81 - Balance in Star Ohio
- \$81,654.21 - Balance in District Checking Account

\$155,066.27 Amount to be used only for the following programs/grants/etc.:

- \$19,964.48 - Sediment & Erosion Control Inspection Fees – RPC projects
(Any unused amount is returned)
- \$3,402.42 - Phase II Funds (County Commissioners)
- \$572.90 – Amount that can be used for a project utilizing the following funds:
 - \$256.44 – Conservation Funds (Rager Fertilizer fine)
 - \$124.65 – Mall Wetland Sign Funds
 - \$191.81 – Land Lab Funds (Quail Unlimited donation)
- \$2,255.84 – Clear Creek Funds
- \$445.30 – Healthy Soils Mini-Grant (ODNR)
- \$53,766.58 - Current Staff Liabilities (comp & vacation leave)
- \$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)

\$80,123.75 Total undedicated funds

PETTY CASH

Beginning Balance \$22.83
Ending Balance \$21.80

RECEIPTS

None

BILLS

Postage due on envelope with milkweed seed from Cindy Montoney \$1.03

SPECIAL FUND BALANCES AS OF 11/30/16:

Balance in Budgeted Appropriation Account - \$116,685.83

Balance in Special Account – \$182,848.52 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$101,115.00

Received to date - \$100,113.00

Special Fund Account Balances

L-1 Salaries \$59,100.59

L-10 Advertising \$1,943.55

L-2 Supplies \$5,969.35

L-11 PERS \$8,674.21

L-3 Equipment \$6,068.87

L-12 Worker’s Comp. \$1,098.40

L-4 Repair & Maintenance \$248.54

L-12a Unemployment \$10.00

L-5 Contract Services \$564.94

L-12a Medicare \$1,179.48

L-6 Rentals/Lease \$13,120.00

L-13 Health Insurance \$12,313.08

L-7 Specialized Services \$1,215.00

L-13 Health Insurance EAP \$0

L-8 Scholarship \$0

L-13 Life Insurance \$58.80

L-9 Travel Reimbursement \$5,121.02

Vacation, Sick & Comp Leave Balances (as of 11/25/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	900.13	452.63	7.88
Nikki Drake	920.60	397.75	5.75
Jonathan Ferbrache	210.60	192.10	.13
Christina Holt	651.53	443.88	3.75
Chad Lucht	2,274.16	433.70	17.50
Tommy Springer	659.74	122.85	1.13

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 29.89

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/16:

\$245,940.37 Total Cash Balance

\$833.61 - Interest Earned

\$15,380.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve)

\$8,000.00 – GPS/GIS Service Funds from Violet Township (Curb Inlets, Structures, Storm Piping Size)

\$21,332.74 – Pesticide Application

\$59,733.66 – Engineering Program Funds

\$140,659.99 - Urban Program Funds

Jarrod Hittle reported that he is updating the board member reference guide. AADP (Administrative Assistant Development Program) classes will begin in February and EDP (Educator) will be brought back in mid-2017.

Dave gave the NRCS report. They are working on CSP payments (around 50). The application deadline for new contracts is February 3. Brice is working on CRP renewal status reviews. We received 18 EQIP

applications (7 pasture, 3 crop, 2 woodland, 5 livestock, 1 wildlife). Some are repeats from last year. Test pits are being done today for a potential CRP wetland. Brice will start helping with HEL determinations. The Soil Con. Tech. position (previously Collin) for Fairfield, Hocking, Athens and Vinton Counties will be re-advertised.

The OFSWCD dues from last month contained a math error; therefore, Mindy Bankey sent a bill for the remaining balance. *Don made a motion to approve the OFSWCD dues bill for \$663. Mike seconded. A vote was taken: all in favor.* Motion carried.

Amy passed around OFSWCD Director voting ballots. She had the board members vote, seal and sign their envelopes which were given to Jarrod to take back.

Chad passed around a comparison truck bid – state bid pricing vs. 2 local dealer bids received (Dodge and Chevy). *After comparing and discussion, Don made a motion to proceed with the purchase of (Quote #1) a 2017 Dodge 2500 from Bob-Boyd Auto Family. Mike seconded. A vote was taken: all in favor.* Motion carried.

Tommy reported that the National Wild Turkey Federation (NWTF) pushed our grant application for the no-till drill to the state meeting on January 15, 2017. Tommy will attend and speak to the group.

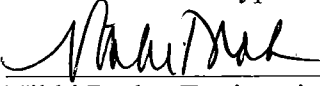
The staff and board thanked Mike Wolfe for his years of service.

Don made a motion to adjourn the Board meeting at 5:44 p.m. Mike seconded. A vote was taken: all in favor. Motion carried.

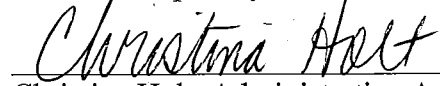

Mark Boving, Chair


Don Rector, Secretary

Minutes taken & typed by:


Nikki Drake, Engineering Technician

Financial Report by:


Christina Holt, Administrative Assistant