

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

**Date:** February 11, 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, Christina Holt, Tommy Springer

**NRCS Staff:** Dave Libben

**Others:** Scott Zody, Chief Deputy Auditor/Chief of Staff for Fairfield County Auditor's Office

Meeting called to order by Chair Mark Boving at 3:09 p.m.

*Mike made a motion to go into executive session at 3:09 p.m. to conduct employee evaluations. Don seconded. A roll call vote was taken: Mark – yes; Don – yes; Matt – yes; Tim – yes; Mike – yes. Motion carried.*

*Mike made a motion to come out of executive session at 4:45 p.m. Tim seconded. A roll call vote was taken: Don – yes; Matt – yes; Tim – yes; Mike – yes; Mark – yes. Motion carried.*

*Mike made a motion to approve a 2% increase in the 2016 pay scale, effective the current pay period. Tim seconded. A roll call vote was taken: Matt – yes; Tim – yes; Mike – yes; Mark – yes; Don – yes. Motion carried.*

The minutes from the January 14, 2016, board meeting were reviewed. *Mike made a motion to approve the minutes. Tim seconded. A vote was taken: all in favor. Motion carried.*

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

**RECEIPTS**

300 flags sold	\$ 30.00	Dist. Fund
4 plat books sold	80.00	“ “
Copies sold	73.00	“ “
Millersport Agri-Service – 2016 Affiliate Membership	50.00	“ “
C & C Farms & Excavating – 2016 Affiliate Membership	50.00	“ “
Star Ohio – interest (Dec.)	31.57	“ “
Dave Cain Excavating – 2016 Affiliate Membership	50.00	“ “
Pizza Crossing – 2016 Affiliate Membership	50.00	“ “
Fairfield Federal S&L – savings interest (3/31-12/31/15)	4.77	“ “
Fairfield Federal S&L – savings interest (1/14/16)	.17	“ “
Fairfield Federal S&L - closed savings account and deposited into Chase ckg.	9,551.38	“ “
Seals Construction – 2016 Affiliate Membership	50.00	“ “
Violet Township Trustees – DESC funds (Oct. – Dec. 2015)	4,500.00	“ “
Roger Hurley – tile plan design fee	<u>100.00</u>	“ “
	<b>Total Receipts District Fund</b>	
	<b>\$14,620.89</b>	
ODNR/DSWR – January State Match payment	14,174.00	Spec. Fund
County Appropriation – ½ of 2016 allocation	<u>157,362.50</u>	“ “
	<b>Total Receipts Special Fund</b>	
	<b>\$171,536.50</b>	

BILLS

Lancaster Eagle-Gazette – Ck#5020 – monthly newspaper subscription (Feb.)	20.00	Dist. Fund
Nextel Communications – Ck#5021 - monthly cell bill (\$84.24 TSP; \$64.25 Phase 2 funds)	148.49	“ “
Fairfield Federal – Ck#5022 – lock box charge (1/1/16-1/1/17)	30.00	“ “
Vinton Co. National Bank – Ck#5023 – Visa bill (\$13.48 sandbox; \$1,269 Audience Response System)	1,292.90	“ “
Autumn Miller – Ck#5024 – 2015 college scholarship recipient	500.00	“ “
Lancaster Parks & Recreation – Ck#5025 – rental of Alley Park for 9/8 Annual Mtg.	50.00	“ “
Pickerington Area Chamber of Commerce – Ck#5026 – yearly membership fee	<u>110.00</u>	“ “

**Total Expenses District Fund \$2,151.39**

Salaries (1/8 & 1/22)	L-1 23,025.62	Spec.Fund
Health Insurance	L-13 8,532.24	“ “
Life Insurance	L-13 33.60	“ “
Medicare	L-12a 312.04	“ “
PERS	L-11 <u>3,223.58</u>	“ “

**Total Salaries & Benefits \$35,127.08**

MT Business Technologies – PO#1623 – copier maintenance fee (12/3/15-3/2/16) and excess color charges (9/3-12/2/15)	L-4 187.61	“ “
AT&T – Blanket PO#1793 – monthly phone bill	L-5 495.00	“ “
BP America – Blanket PO#1799 – monthly fuel bill	L-2 800.00	“ “
Office Mart – PO#1806 – misc. office supplies	L-2 41.69	“ “
Time Warner Cable – Blanket PO#1820 – monthly business class service	L-5 719.94	“ “
Speedway SuperAmerica – Blanket PO#1824 – monthly fuel bill	L-2 800.00	“ “
OFSWCD – PO#2401 – Envirothon donation through Don Rehl Fund	L-8 50.00	“ “
Western Reserve Group – PO#2412 – insurance premium (portion)	L-5 <u>571.57</u>	“ “

**Total Expenses Special Fund (Purchase Orders) \$3,665.81**

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 1/19 Monthly fuel bill	L-2	\$55.91 <i>Current Balance \$744.09</i>
BP America – Blanket PO#1799 1/6 Monthly fuel bill	L-2	\$57.40 <i>Current Balance \$742.60</i>
AT&T – Blanket PO#1793 1/12 Monthly phone bill	L-5	\$46.58 <i>Current Balance \$448.42</i>
Time Warner Cable – Blanket PO#4857 1/12 Monthly business class service	L-5	\$119.99 <i>Current Balance \$599.95</i>

DISTRICT FUND BALANCES AS OF 1/31/16:

\$271,712.61	Total balance in District Account
	\$152,901.89 - Balance in Star Ohio
	\$0 - Balance in District Savings Account (Closed and deposited into Chase acct.)
	\$118,810.72 - Balance in District Checking Account

\$174,975.63 Amount to be used only for the following programs/grants/etc.:

- \$43,496.83 - Sediment & Erosion Control Inspection Fees – RPC projects  
(Any unused amount is returned)
- \$4,562.25 - 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
- \$705.90 – Healthy Soils Mini-Grant (ODNR)
- \$48,723.16 - Current Staff Liabilities (comp & vacation leave)
- \$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)

\$96,736.98 Total undedicated funds

**PETTY CASH**

Beginning Balance \$35.00

Ending Balance \$35.00

**RECEIPTS**

None

**BILLS**

None

**SPECIAL FUND BALANCES AS OF 1/31/16:**

Balance in Budgeted Appropriation Account - \$537,087.11

Balance in Special Account – \$245,402.30 (Actual Cash)

**2016 STATE MATCH**

Amount allocated - \$197,454.00

Outstanding balance (to be received in 2015/2016) - \$70,872.00

Received to date - \$126,582.00

**Special Fund Account Balances**

L-1 Salaries \$316,974.38	L-10 Advertising \$5,000.00
L-2 Supplies \$9,358.31	L-11 PERS \$44,776.42
L-3 Equipment \$15,000.00	L-12 Worker’s Comp. \$3,700.00
L-4 Repair & Maintenance \$1,062.39	L-12a Unemployment \$10.00
L-5 Contract Services \$9,213.49	L-12a Medicare \$4,687.96
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$102,467.76
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$416.40
L-9 Travel Reimbursement \$7,500.00	

**Vacation, Sick & Comp Leave Balances (as of 1/22/16)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	963.18	404.73	2.13
Nikki Drake	858.90	358.85	5.38

Jonathan Ferbrache	204.40	213.90	5.13
Christina Holt	604.08	417.48	12.13
Chad Lucht	2,178.21	357.30	15.75
Tommy Springer	700.04	135.40	13.50

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 23.51

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/16:

\$184,544.71 Total Cash Balance  
 \$571.78 - 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)  
 \$10,819.82 – Pesticide Application  
 \$42,069.12 – Engineering Program Funds  
 \$107,703.62 - Urban Program Funds

Scott Zody, Chief Deputy Auditor/Chief of Staff for the Fairfield County Auditor’s Office, explained that every six years the Auditor’s office does reappraisals of all properties and every third year in between they do a review/update on the values. They have a new CAUV module in the GIS program allowing them to enter all 6,000 parcels that are currently enrolled in the CAUV program in Fairfield County. They would like assistance from SWCD staff to accurately determine what some of those land uses are. An example is that the aerial shows a body of water, what is it? A pond, manure lagoon, wetland, aquaculture pond, recreational pond, etc. They are willing to compensate any time spent on the project and are working on an agreement, using an example from Delaware SWCD. There was some concern about how farmers would feel about the SWCD assisting with these determinations. The Auditor’s Office would have the final say on all decisions made. Initially the Auditor’s Office thought they would need someone 1 to 2 days per week for about 6 weeks, but are now thinking it will be less than that. *Mike made a motion to proceed with an agreement between the SWCD and Fairfield County Auditor’s Office to assist with CAUV determinations. Matt seconded. A roll call vote was taken: all in favor. Motion carried.*

Dave gave the NRCS report and reviewed current workload.


Chris presented a list of quarterly transfers: \$9,570.20 needs to be transferred to the Dedicated Conservation Fund from Chase checking account and \$1,492.39 was paid out of the Chase checking and needs to be reimbursed from the Dedicated Conservation Fund. *Tim made a motion to approve the transfers. Mike seconded. A vote was taken: all in favor. Motion carried.*

*Don made a motion to approve payment of \$1,950 for share of costs of the 2014-2018 aerial photos project to the Fairfield County Auditor. Tim seconded. A vote was taken: all in favor. Motion carried.*

Firewall (\$672.89 quote from CDWG) and anti-virus software (\$315.90 quote from NetCare) updates for the computer server were discussed. *Tim made a motion to approve the purchase of the software at a cost of \$988.79. Matt seconded the motion. A vote was taken: all in favor. Motion carried.*


Amy passed around a few charts and graphs for review, which will be added to the Five Year Business Plan.

*Tim made a motion to adjourn the Board meeting at 5:50 p.m. Matt seconded. A vote was taken: all in favor. Motion carried.*

  
Mark Boving, Chair

  
Don Rector, Secretary

Minutes & Financial Report by:

  
Christina Holt, Administrative Assistant