

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

Date: January 14, 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, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben

Others: State Senator Troy Balderson; Rob Hamilton, Program Specialist with Div. of Soil & Water Conservation; Jon Kochis with the Fairfield County Airport Board

Don Rector and Matt Reese were both sworn in by State Senator Troy Balderson prior to the January board meeting.

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

The Board reorganization took place. Rob Hamilton opened nominations for Chair. *Mike Wolfe made a motion to nominate Mark Boving for Chair. Don Rector seconded. Mike moved to close nominations for Chair. Don seconded. A roll call vote was taken: Mark – abstain; Don – yes; Matt – yes; Mike – yes.* Motion carried. Mark Boving was elected Board Chair for 2016.

Rob opened nominations for Vice-Chair. *Mark made a motion to nominate Tim White as Vice-Chair. Mike seconded. Mike moved to close the nominations for Vice-Chair. Don seconded. A roll call vote was taken: Don – yes; Matt – yes; Mike – yes; Mark – yes.* Motion carried. Tim was elected Board Vice-Chair for 2016.

Rob opened nominations for Treasurer. *Mark made a motion to nominate Mike as Treasurer. Don seconded. Matt Reese moved to close the nominations for Treasurer. Don seconded. A roll call vote was taken: Matt – yes; Mike – abstain; Mark – yes; Don – yes.* Motion carried. Mike Wolfe was elected Board Treasurer-Fiscal Agent for 2016.

Rob opened nominations for Secretary. *Mark made a motion to nominate Don as Secretary/Backup Treasurer. Mike seconded. Mike moved to close the nominations for Secretary. Mark seconded. A roll call vote was taken: Mike – yes; Mark – yes; Don – abstain; Matt – yes.* Motion carried. Don Rector was elected Board Secretary for 2016.

Therefore, the 2016 Board positions are as follows:

Chair – Mark Boving
Vice-Chair – Tim White
Treasurer-Fiscal Agent – Mike Wolfe
Secretary/Backup Treasurer – Don Rector
Member – Matt Reese

The minutes from the December 10, 2015, board meeting were reviewed. *Mike made a motion to approve the minutes. Matt 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

100 flags sold	\$ 7.00	Dist. Fund
3 plat books sold	60.00	“ “
Copies sold	2.00	“ “
Kull Excavating – 2016 Affiliate Membership	50.00	“ “
Mike Hummel – tile plan design fee (Dogwood 29-VIO-15)	100.00	“ “
Rod Bowers – 2 GPS as-built tile surveys (Delmont & A-C Road)	100.00	“ “
Don Hartman, Inc. – 2016 Affiliate Membership	50.00	“ “
Young Crop Insurance Agency – 2016 Affiliate Membership	50.00	“ “
Greg Waidelich – 2016 Affiliate Membership	50.00	“ “
Hugus Fruit Farm – 2016 Affiliate Membership	50.00	“ “
JD Equipment – 2016 Affiliate Membership	50.00	“ “
Faler Feed Store – 2016 Affiliate Membership	50.00	“ “
Ruff Seed Farm – 2016 Affiliate Membership	50.00	“ “
Star Ohio – interest (Nov.)	23.54	“ “
Clayton Cook – no-till drill rental with interest (36.7 acres)	449.21	“ “
Dittmar Sales & Service – 2016 Affiliate Membership	20.00	“ “
Hizey Farm Service LLC - 2016 Affiliate Membership	50.00	“ “
Miller Ditching - 2016 Affiliate Membership	50.00	“ “
Fairfield National Bank - 2016 Affiliate Membership	20.00	“ “
RD Holder Oil - 2016 Affiliate Membership	50.00	“ “
Farm Credit Mid America - 2016 Affiliate Membership	<u>50.00</u>	“ “
	Total Receipts District Fund \$1,381.75	
ODNR/DSWR – December State Match payment	14,174.00	Spec. Fund
	Total Receipts Special Fund \$14,174.00	

BILLS

Chase Bank – auto – 1 box of checks	18.95	Dist. Fund
TCR – Ck#5011 – computer system (urban funds-DCF)	1,240.00	“ “
AT&T – Ck#5012 – monthly phone bill	46.45	“ “
Lancaster Fairfield Co. Chamber of Commerce – Ck#5013 – display space at 1/23/16 trade show	120.00	“ “
Time Warner Cable – Ck#5014 – monthly business class service (12/5/15-1/4/16)	119.99	“ “
Vinton Co. National Bank – Ck#5015 – Visa bill (C. Lucht CPESC renewal from Phase 2 funds)	125.00	“ “
Nextel Communications – Ck#5016 - monthly cell bill (\$84.13 TSP; \$64.14 Phase 2 funds)	148.27	“ “
Lancaster Eagle-Gazette – Ck#5017 – monthly newspaper subscription (Jan. 2016)	20.00	“ “
Western Reserve Group – Ck#5018 – portion of equipment, vehicle, liability insurance policy	571.59	“ “
Speedway LLC – Ck#5019 – monthly fuel bill	224.54	“ “
	Total Expenses District Fund \$2,634.79	
Salaries (12/11 & 12/24)	L-1 23,025.62	Spec. Fund
Health Insurance	L-13 8,532.24	“ “
Life Insurance	L-13 33.60	“ “
Medicare	L-12a 310.74	“ “
PERS	L-11 <u>3,223.59</u>	“ “
	Total Salaries & Benefits \$35,125.79	
OFSWCD – PO#9447 – A. Boyer, N. Drake, T. White, M. Boving reg. to 12/9 Area 5 Winter Meeting in Circleville	L-9 64.00	“ “

Christina Holt – PO#9450 – replenish petty cash fund	L-2	20.30	“	“
BW Tire Pickerington LTD – PO#9467 – oil change on GMC Sierra (Eng.)	L-3	57.45	“	“
BP America – PO#9643 – monthly fuel bill	L-2	79.38	“	“
USPS – PO#9645 – postage stamps (360-\$.49;60-\$.35;80-\$.22)	L-2	215.00	“	“
NetCare – PO#9650 – IT Service (11/18-11/23/15)	L-5	58.50	“	“
Total Expenses Special Fund (Purchase Orders)		\$494.63		

PURCHASE ORDERS

None

DISTRICT FUND BALANCES AS OF 12/31/15:

\$268,794.49	Total balance in District Account	
	\$152,870.32 - Balance in Star Ohio	
	\$9,546.44 - Balance in District Savings Account	
	\$106,377.73 - Balance in District Checking Account	
\$183,723.78	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)	
	\$4,626.50 - 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	
	\$9.01 – South Central Power Co. grant funds for Sandbox Topo Reality System	
	\$705.90 – Healthy Soils Mini-Grant (ODNR)	
	\$47,900.59 - Current Staff Liabilities (comp & vacation leave)	
	\$84,156.21 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)	
\$85,070.71	Total undedicated funds	

PETTY CASH

Beginning Balance \$14.70

Ending Balance \$35.00

RECEIPTS

Check from L-2 Supplies (Special Fund) \$20.30

BILLS

None

SPECIAL FUND BALANCES AS OF 12/31/15:

Balance in Budgeted Appropriation Account - \$84,887.98

Balance in Special Account – \$112,658.69 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$197,454.00

Outstanding balance (to be received in 2015/2016) - \$85,046.00

Received to date - \$112,408.00

Special Fund Account Balances

L-1 Salaries \$41,365.00	L-10 Advertising \$1,721.70
L-2 Supplies \$7,144.21	L-11 PERS \$6,296.11
L-3 Equipment \$6,507.78	L-12 Worker's Comp. \$231.42
L-4 Repair & Maintenance \$356.33	L-12a Unemployment \$10.00
L-5 Contract Services \$58.42	L-12a Medicare \$945.54
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$1,340.72
L-7 Specialized Services \$552.00	L-13 Health Insurance EAP \$40.00
L-8 Scholarship \$0	L-13 Life Insurance \$50.04
L-9 Travel Reimbursement \$5,148.71	

Vacation, Sick & Comp Leave Balances (as of 12/25/15)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	956.98	399.83	2.13
Nikki Drake	849.70	349.45	4.38
Jonathan Ferbrache	199.20	212.70	5.13
Christina Holt	598.63	413.08	7.25
Chad Lucht	2,172.51	373.90	0
Tommy Springer	780.84	126.20	13.50

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 23.50

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/15:

\$184,521.20 Total Cash Balance
 \$548.27 - 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

Rob Hamilton gave an update on the transfer of ODNR, Soil & Water Resources to the Ohio Department of Agriculture. Kirk Hines has been appointed as the Chief of Soil & Water Conservation.

Tim White joined the board meeting at 5:25 p.m.

State Senator Troy Balderson gave a few updates.

Jon Kochis, representing the Fairfield County Airport Board, was in attendance to discuss their need for an agreement for the Fairfield SWCD to aid in controlling nuisance plants. Treatment time would be spring for some areas. This agreement would be similar to the one the SWCD had with the Fairfield Union Land Lab.

The nominating committee was discussed. Tim White will lead the nominating committee for 2016.

Dave gave his NRCS report.

The 2016 Employment Policy was discussed. *Mike made a motion approve the 2016 SWCD Employment Policy. Tim seconded. A vote was taken: all in favor.* Motion carried.

Amy asked if the board members liked getting the minutes of the staff meetings. All were in favor of still receiving them by e-mail.

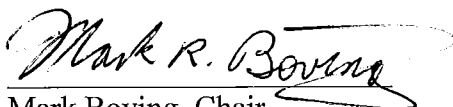
Employee reviews will be completed by Amy in the next month. These will get reviewed with the Board at the regular February board meeting. The reviews will start at 3 p.m. prior to the regular board meeting with Mark meeting with Amy to conduct her review at 2:30 p.m.

The Area 5 Envirothon was discussed. A committee was put together to review the process and it was decided to ask each SWCD office in Area 5 to contribute \$100 each year no matter how many teams will be attending from that county. *Tim made a motion to approve the contribution of \$100 per year for the Area 5 Envirothon. Don seconded. A vote was taken: all in favor.* Motion carried.

The draft business plan was passed around and discussed.

Amy discussed changing Tommy Springer's job title to include Education Specialist. Tommy already does a lot of the education programs. *Tim made a motion to change Tommy Springer's job title to Education/Wildlife Specialist. Matt seconded. A roll call vote was taken: all in favor.* Motion carried.

Mike made a motion to adjourn the Board meeting at 6:37 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