

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

Date: July 13, 2017

Location: 831 College Ave., Suite B, Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Wendy LaRue, Don Rector, Matt Reese, Tim White

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

NRCS Staff: Dave Libben

Others: None

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

Approval of minutes of June 8, 2017, Board meeting

Motion: Matt Second: Wendy All in favor

Approval of financial report for June 1 - 30, 2017

Motion: Don Second: Matt All in favor

RECEIPTS

1 plat book sold	\$ 20.00	Dist. Fund
300 flags sold	30.00	" "
Copies sold	28.00	" "
Strickler Farms – no-till seeder rental (3.1 acres)	37.20	" "
Kevin O'Dell – fee to rent no-till seeder	50.00	" "
David Hague – rental of no-till drill (7.1 acres) & seeder (16.8 acres) with new hoses	475.37	" "
Alt – 2 tile plan design fees (1 as-built only)	150.00	" "
Corey Snoke – fee to rent no-till drill	50.00	" "
Strickler Farms – fee to rent no-till seeder	50.00	" "
Mike Wolfe – fee to rent no-till drill	50.00	" "
Kevin O'Dell – rental of no-till seeder (14.5 acres)	174.00	" "
Jim Davis – fee to rent no-till drill	50.00	" "
Mike Wolfe – rental of no-till seeder (5 acres) and drill (1.6 acres)	79.20	" "
Star Ohio – interest (May)	132.71	" "
Brett Clark – rental of no-till seeder (22.6 acres)	271.20	" "
Fairfield Co. Airport – pesticide spraying (5/8-6/6/17)	<u>3,726.94</u>	" "
Total Receipts District Fund	\$5,374.62	
ODA, Soil & Water Conservation – June 2017 state match payment	<u>14,445.00</u>	Spec. Fund
Total Receipts Special Fund	\$14,445.00	

BILLS

United Landmark – Ck#5134 – chemicals for spraying airport	129.94	Dist. Fund
Verizon Wireless – Ck#5135 – monthly bill (\$127.42 TSP; \$.127.44 Phase 2)	254.86	" "
Lancaster Eagle-Gazette – Ck#5136 – monthly newspaper subscription (July)	22.30	" "
Vinton Co. National Bank – Ck#5137 – Visa bill (parts for no-till drill \$1.94; hose for no-till seeder \$65.08; new battery for Gator \$42.99)	<u>110.01</u>	" "
Total Expenses District Fund	\$517.11	
Salaries (6/9 & 6/23)	L-1 23,985.62	Spec.Fund
Health Insurance	L-13 9,794.76	" "
Life Insurance	L-13 33.24	" "
Medicare	L-12a 320.68	" "
Long-Term Disability (50% match on employees who elect coverage)	L-13 18.32	" "
PERS	L-11 <u>3,357.96</u>	" "
Total Salaries & Benefits	\$37,510.58	

Office Mart – PO#5528 – office supplies	L-2	60.37	Spec. Fund
U.S.P.S. – PO#5637 – stamps (100-\$.49;80-\$.21;20-\$.34)	L-2	72.60	“ “
S. Nikki Drake – PO#5638 – mileage to 5/16 Woodland Walk at Jim Krile Farm	L-9	15.62	“ “
StarNoise, Inc. – PO#5657 – VIPRE upgrade; email security	L-3	248.49	“ “
Lancaster Fairfield Co. Chamber of Commerce – PO#5683 – 3 staff to 4/25 State of the County	L-9	45.00	“ “
Vinton Co. National Bank – PO#5685 – Visa bill (replacement taillight for Dodge RAM)	L-3	86.20	“ “
Vinton Co. National Bank – PO#5686 – Visa bill (3 color ink cartridges for HP Plotter)	L-2	187.77	“ “
Speedway SuperAmerica – added to blanket PO#1553	L-2	170.98	“ “
Treasurer of State of Ohio – PO#5973 – audit of years 2012-2016	L-5	1,722.00	“ “
DLT Solutions LLC – PO#5992 – AutoDesk AutoCAD Civil 3D renewals (2)	L-3	2,026.16	“ “
MT Business Technologies Inc. – PO#6231 – copier maintenance agreement (6/3-9/2/17) and excess b&w and color copy charges (3/3-6/2/17)	L-4	<u>183.82</u>	“ “
Total Expenses Special Fund (Purchase Orders)		\$4,819.01	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1553 6/19 Monthly fuel bill	L-2	\$322.75	<i>Current Balance \$0</i>
BP America – Blanket PO#1549 6/7 Monthly fuel bill	L-2	\$7.52	<i>Current Balance \$310.01</i>
Time Warner Cable – Blanket PO#1551 6/19 Monthly business class service	L-5	\$119.99	<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 6/30/17:

\$253,003.61	Total balance in District Account	
	\$154,286.00 - Balance in Star Ohio	
	\$98,717.61 - Balance in District Checking Account	
\$177,825.72	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) Restricted Funds	
	\$2,343.33 - Phase II Funds (County Commissioners) Restricted Funds	
	\$572.90 – Amount that can be used for a project utilizing the following funds:	
	\$256.44 – Conservation Funds (Rager Fertilizer fine) Committed Funds	
	\$124.65 – Mall Wetland Sign Funds Assigned Funds	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) Assigned Funds	
	\$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	
	\$58,469.03 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$75,177.89	Total undedicated funds	

PETTY CASH

Beginning Balance \$24.25

Ending Balance \$24.25

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 6/30/17:

Balance in Budgeted Appropriation Account - \$293,877.01

Balance in Special Account – \$313,251.65 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - 0

Received to date - \$201,228.00

Special Fund Account Balances

L-1 Salaries \$161,095.13

L-2 Supplies \$8,161.58

L-3 Equipment \$8,276.50

L-4 Repair & Maintenance \$510.86

L-5 Contract Services \$3,958.02

L-6 Rentals/Lease \$13,120.00

L-7 Specialized Services \$3,800.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$6,024.03

L-10 Advertising \$3,442.10

L-11 PERS \$22,313.46

L-12 Worker’s Comp. \$1,471.45

L-12a Unemployment \$10.00

L-12a Medicare \$2,517.58

L-13 Health Insurance \$58,831.44

L-13 Health Insurance EAP \$0

L-13 Life Insurance \$233.94

L-13 Long Term Disability \$110.92

Vacation, Sick & Comp Leave Balances (as of 6/23/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	940.63	464.63	2.5
Nikki Drake	987.85	466.75	19.75
Jonathan Ferbrache	231.10	229.10	2.38
Christina Holt	699.03	444.38	15.5
Chad Lucht	2,322.41	417.20	17.75
Tommy Springer	719.99	151.85	10.38

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 54.37

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/17:

\$246,596.03 Total Cash Balance

\$1,068.18 - Interest Earned

\$14,917.37 – 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**

\$23,646.11 – Pesticide Application **Committed Funds**

\$82,758.70 – Engineering Program Funds **Committed Funds**

\$116,205.67 - Urban Program Funds **Committed Funds**

Tim arrived at 5:01 p.m. There were no public comments.

The nominating committee was discussed for the September 14 Annual Meeting/Banquet. Paul Kemmer said he would run for the board; Matt has left him messages. Need candidates finalized by 7/25. He has also left Kris Thrush messages. He has talked with Mike Wolfe and has a message in to Joe Young. The speaker has provided a bio.

See attached NRCS Report by Dave Libben.

The Social Media Policy was discussed. Wendy asked if we do Instagram, which we do not due to lack of use personally by staff. Jonathan said that can be added into the policy later if we begin to use it.

Motion to approve Social Media Policy

Motion: Wendy Second: Don All in favor

We now work on sylvicultural complaints with the Division of Forestry. Bob Mulligan is still our contact and is good to work with.

Motion to approve Memo of Understanding with ODNR, Division of Forestry.

Motion: Wendy Second: Tim All in favor

Amy presented the agreement between us and David Hague. He got an extension to have two falls versus one to get his trees planted.

Motion to approve agreement between Fairfield SWCD and David Hague for EPRI Grant.

Motion: Matt Second: Tim All in favor

The Federation of Soil and Water Conservation Districts received Miracle Grow packets that fertilize a flower pot. We obtained a pallet (6,000 units) to hand out at the fair and events.

Jonathan passed around the letter the commissioners sent to ODNR regarding lake penetration for drainage on July 7.

Motion to Adjourn at 5:23 p.m.

Motion: Wendy Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes by:

Financial Report by:

Nikki Drake, Engineering Tech.

Christina Holt, Administrative Assistant