

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

Date: March 10, 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, Christina Holt, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben

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

The minutes from the February 11, 2016, board meeting were reviewed. *Matt made a motion to approve the minutes. Don 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

4 plat books sold	\$ 80.00	Dist. Fund
Leigh Miller – tile plan design fee	100.00	“ “
72 tree & wildlife packets sold	601.00	“ “
Star Ohio – interest (Jan.)	42.86	“ “
Copies sold	2.10	“ “
Fairfield SWCD “DCF” account – reimb. bills paid (10/1-12/31/15)	1,492.39	“ “
Tim Cotterman – tile plan design fee (Miller Road)	<u>100.00</u>	“ “
Total Receipts District Fund	\$2,418.35	
ODA, Soil & Water Conservation – February State Match payment	14,174.00	Spec. Fund
Total Receipts Special Fund	\$14,174.00	

BILLS

Ohio Department of Agriculture – Ck#5027 – dealer in nursery stock permit	125.00	Dist. Fund
Nextel Communications – Ck#5028 - monthly cell bill (\$84.24 TSP; \$64.25 Phase 2 funds)	148.49	“ “
Fairfield SWCD “DCF” acct. – Ck#5029 – quarterly transfer of receipts (10/1-12/31/15)	9,570.20	“ “
Lancaster Eagle-Gazette – Ck#5030 – monthly newspaper subscription (March)	20.00	“ “
USPS – Ck#5031 – cost to mail February newsletter	269.66	“ “
NetCare Information Technology LTD – Ck#5032 – set-up & installation of new computer server	2,467.13	“ “
Ink My Logo – Ck#5033 – name tags for M. Reese & D. Rector	<u>39.67</u>	“ “
Total Expenses District Fund	\$12,640.15	
Salaries (2/5 & 2/19)	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>3,223.59</u>	“ “
Total Salaries & Benefits	\$35,127.09	
S. Nikki Drake – PO#2749 – mileage reimb. to attend 1/23 Chamber Annual Trade Show & Dinner	L-9 19.98	“ “

Vinton Co. National Bank – PO#2906 – Visa bill (misc. office supplies & wiper blades for F-150, education supplies)	L-2	229.71	“	“
Vinton Co. National Bank – PO#2907 – Visa bill (computer cable & wireless keyboard, 2 backup drives for computer server)	L-3	558.95	“	“
One Write Co. – PO#3026 – 2,500 SWCD envelopes	L-2	109.00	“	“
Fairfield Co. Auditor – PO#3028 – Accuglobe data explorer support – 1 yr.	L-3	100.00	“	“
Fairfield Co. Auditor – PO#3029 – share of cost for Fairfield County aerial photo project	L-3	1,950.00	“	“
Western Reserve Group – PO#3031 – portion of insurance premium	L-5	571.59	“	“
CDWG – PO#3131 – Sonicwall software for computer server	L-3	672.89	“	“
NetCare Information Technology LTD – PO#3135 – VIPRE Antivirus software (3 years)	L-3	<u>315.90</u>	“	“

Total Expenses Special Fund (Purchase Orders) \$4,528.02

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 2/16 Monthly fuel bill	L-2		\$81.60	
				<i>Current Balance \$662.49</i>
BP America – Blanket PO#1799 2/8 Monthly fuel bill	L-2		\$72.72	
				<i>Current Balance \$669.88</i>
AT&T – Blanket PO#1793 2/8 Monthly phone bill	L-5		\$46.58	
				<i>Current Balance \$401.84</i>
Time Warner Cable – Blanket PO#1820 2/16 Monthly business class service	L-5		\$119.99	
				<i>Current Balance \$479.96</i>

DISTRICT FUND BALANCES AS OF 2/29/16:

\$261,490.81	Total balance in District Account	
	\$152,944.75 - Balance in Star Ohio	
	\$108,546.06 - Balance in District Checking Account	
\$176,590.18	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)	
	\$4,498.00 - 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)	
	\$50,401.96 - Current Staff Liabilities (comp & vacation leave)	
	\$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)	
\$84,900.63	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00

Ending Balance \$33.79

RECEIPTS

None

BILLS

1 newsletter returned \$ 1.21

SPECIAL FUND BALANCES AS OF 2/29/16:

Balance in Budgeted Appropriation Account - \$497,432.00

Balance in Special Account – \$219,921.19 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$197,454.00

Outstanding balance (to be received in 2015/2016) - \$56,698.00

Received to date - \$140,756.00

Special Fund Account Balances

L-1 Salaries \$293,948.76

L-10 Advertising \$5,000.00

L-2 Supplies \$9,019.60

L-11 PERS \$41,552.83

L-3 Equipment \$11,402.26

L-12 Worker’s Comp. \$3,700.00

L-4 Repair & Maintenance \$1,062.39

L-12a Unemployment \$10.00

L-5 Contract Services \$8,641.90

L-12a Medicare \$4,375.92

L-6 Rentals/Lease \$13,120.00

L-13 Health Insurance \$93,935.52

L-7 Specialized Services \$3,800.00

L-13 Health Insurance EAP \$0

L-8 Scholarship \$0

L-13 Life Insurance \$382.80

L-9 Travel Reimbursement \$7,480.02

Vacation, Sick & Comp Leave Balances (as of 2/19/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	917.38	417.13	3.63
Nikki Drake	865.10	371.25	8
Jonathan Ferbrache	199.60	215.10	9.63
Christina Holt	612.78	429.88	13.38
Chad Lucht	2,187.41	348.70	2.75
Tommy Springer	589.24	144.60	13.50

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 21.99

Fairfield SWCD Chase Ckg. – quarterly transfer of receipts (10/1-12/31/15)

9,570.20

Total Receipts District Fund \$ 9,592.19

BILLS

Fairfield SWCD Chase Bank – reimb. bills paid (10/1-12/31/15)

\$ 1,492.39

DEDICATED CONSERVATION FUND BALANCE AS OF 2/29/16:

\$192,644.51 Total Cash Balance
\$593.77 - 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)
\$14,390.02 – Pesticide Application
\$42,116.73 – Engineering Program Funds
\$112,163.62 - Urban Program Funds

Mike Wolfe joined the meeting at 5:03 p.m.

Dave gave the NRCS report. He reviewed current programs and deadlines for applications. A cover crop field day will be held on April 6 at Dave Brandt's farm. EEO civil rights were reviewed. The NRCS Quality Assurance Review (QAR) will take place on April 5–9, and he invited Board Supervisors to attend the first day at 10 a.m.

Amy discussed the MOU agreement with Vinton SWCD to again help map non-native invasive plant species in the ODOT right-of-way corridor consisting of approximately 583 acres along the 33 bypass project around Nelsonville. *Don made a motion to approve the MOU agreement with Vinton SWCD. Mike seconded the motion. A vote was taken: all in favor. Motion carried.*

The agreement with the Auditor's office to assist with CAUV was discussed. *Don made a motion to approve the agreement (Resolution #2016-0310-01) to provide current agricultural use valuation (CAUV) assistance and consulting services to the Fairfield County Auditor. Tim seconded the motion. A vote was taken: all in favor. Motion carried.*

The District currently has 36 of the 2012 Fairfield County Plat Books remaining. We haven't sold any of them since having the 2015 version available for sale. Other county agencies have expressed an interest in having a few. Amy asked that we be able to disperse them to other county agencies that have an interest until the supply is gone. *Mike made a motion to distribute the 2012 Fairfield County Plat Book to those county agencies that have interest. Tim seconded the motion. A vote was taken: all in favor. Motion carried.*

Amy discussed the MOU between the Board of Fairfield County Commissioners and the Fairfield SWCD. The purpose of the MOU is to consolidate all agreements the SWCD currently has with the Commissioners into one document. The agreement still needs some changes before being finalized.

South Fork Licking Watershed Conservancy District is starting back up after five years. Amy gave background information on the group and our involvement. Their meetings are held every third Tuesday at 6 p.m. in Hebron, and she feels that our office needs to be involved.

Chris passed around the Equipment Inventory List as of December 31, 2015. *Tim made a motion to approve the Equipment Inventory List. Matt seconded the motion. A vote was taken: all in favor. Motion carried.*

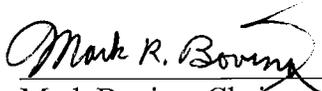
Chad worked with Senator Balderson's office to set up a tour of Buckeye Lake on April 14 with the time yet to be determined.

The revisions that Matt made to the beginning of the business plan were discussed.

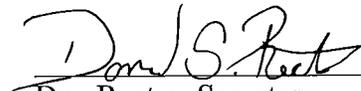
Chad gave information on a grant through Ohio University that allows for paid internships. We have applied for two that would allow for assistance with office projects.

Chad and Jonathan met with Jon Kochis regarding the airport project. The plan is to begin before April and finish after the runway paving is complete. They are currently figuring up costs.

Tim made a motion to adjourn the Board meeting at 5:40 p.m. Mike seconded. A vote was taken: all in favor. Motion carried.

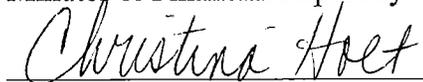


Mark Boving, Chair



Don Rector, Secretary

Minutes & Financial Report by:



Christina Holt, Administrative Assistant