

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

Date: May 12, 2016

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

Board of Supervisors in Attendance: Mark Boving, Matt Reese, Mike Wolfe
Don Rector and Tim White were unable to attend.

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

NRCS: Dave Libben

Meeting called to order by Chair Mark Boving at 5:04 p.m.

The minutes from the April 14, 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

5 plat books sold	\$ 100.00	Dist. Fund
22 wildlife packets sold	190.25	“ “
1,700 flags sold	170.00	“ “
Copies	2.00	“ “
Dan Whims – tile design fee (21-VIO-15)	100.00	“ “
OFSWCD – TSP funds (CRP)	6,114.75	“ “
OFSWCD – TSP funds (EQIP)	11,510.25	“ “
Star Ohio – interest (March)	58.06	“ “
Brad Stewart – deposit for no-till drill rental	50.00	“ “
Brad Stewart – drill rental (1.3 acres)	15.60	“ “
Jesse Davis – deposit for no-till drill rental	50.00	“ “
Jesse Davis – drill rental (7.5 acres)	90.00	“ “
Jim Krile – deposit for no-till drill rental	<u>50.00</u>	“ “
Total Receipts District Fund	\$18,500.91	
Fairfield County Commissioners – 2 nd half of appropriations	157,362.50	Spec. Fund
Fairfield County Commissioners – Phase 2 funds for Violet Twp.	5,000.00	“ “
ODA – April state match payment	<u>14,174.00</u>	“ “
Total Receipts Special Fund	\$176,536.50	

BILLS

Ray-Mar Steel – Ck#5040 – steel to put safety lights on Urban GMC Sierra	12.92	Dist. Fund
Licking SWCD – Ck#5041 – share of science fair \$56.25; wildlife & tree packets for 2016 sale \$4,189.71	4,245.96	“ “
Lancaster Eagle-Gazette – Ck#5042 – monthly newspaper subscription (May)	20.00	“ “
Area 5 Envirothon – Ck#5043 – Area 5 Envirothon registration fee	100.00	“ “
Nextel Communications – Ck#5044 - monthly cell bill (\$84.22 TSP; \$64.23 Phase 2 funds)	148.45	“ “
Vinton Co. National Bank – Ck#5045 – Visa bill (\$555 from urban funds for toolbox & safety lights for 2015 GMC Sierra; \$71.64 for items to do pesticide work)	626.64	“ “
Treasurer of State of Ohio – Ck#5046 – A. Boyer & C. Holt registration to 5/5 SWCD Administrators Meeting at ODA	<u>24.00</u>	“ “
Total Expenses District Fund	\$5,177.97	
Salaries (4/1, 4/15 & 4/29)	L-1 35,227.22	Spec. Fund
Health Insurance	L-13 9,602.64	“ “
Life Insurance	L-13 36.00	“ “
Medicare	L-12a 486.22	“ “

PERS	L-11	4,931.80	“	“
		Total Salaries & Benefits	\$50,283.88	
MT Business Technologies Inc. – PO#3850 – copier maintenance agreement base (3/3-6/2) and excess color copy charges (12/3/15-3/2/16)	L-4	249.44	“	“
Lancaster Fairfield Co. Chamber of Commerce – PO#4061 – T. Springer registration to State of Schools on 4/6/16	L-9	15.00	“	“
Vinton Co. National Bank – PO#4062 – Visa bill (T. Springer reg. to 4/12 Wildlife Diversity Conference)	L-9	25.00	“	“
Key Blueprints Inc. – PO#4063 – plotter supplies (ink & paper)	L-2	359.50	“	“
Lancaster Fairfield Co. Chamber of Commerce – PO#4371 – S. Drake, C. Holt & A. Boyer reg. to attend State of the County on 4/19	L-9	45.00	“	“
		Total Expenses Special Fund (Purchase Orders)	\$693.94	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 4/15 Monthly fuel bill	L-2	\$247.93		
		<i>Current Balance</i>	<i>\$356.57</i>	
BP America – Blanket PO#1799 4/6 Monthly fuel bill	L-2	\$71.77		
		<i>Current Balance</i>	<i>\$512.93</i>	
AT&T – Blanket PO#1793 4/11 Monthly phone bill	L-5	\$47.81		
		<i>Current Balance</i>	<i>\$306.20</i>	
Time Warner Cable – Blanket PO#1820 4/12 Monthly business class service	L-5	\$119.99		
		<i>Current Balance</i>	<i>\$239.98</i>	

DISTRICT FUND BALANCES AS OF 4/30/16:

\$286,430.36	Total balance in District Account	
	\$153,051.42 - Balance in Star Ohio	
	\$133,378.94 - Balance in District Checking Account	
\$186,825.23	Amount to be used only for the following programs/grants/etc.:	
	\$51,296.83 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned)	
	\$4,219.52 - 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)	
	\$53,115.49 - Current Staff Liabilities (comp & vacation leave)	
	\$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)	
\$99,605.13	Total undedicated funds	

PETTY CASH

Beginning Balance \$15.15
Ending Balance \$15.15

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/16:

Balance in Budgeted Appropriation Account - \$411,309.67

Balance in Special Account – \$325,909.36 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$197,454.00

Outstanding balance (to be received in 2015/2016) - \$28,350.00

Received to date - \$169,104.00

Special Fund Account Balances

L-1 Salaries \$235,236.73	L-10 Advertising \$3,591.25
L-2 Supplies \$8,484.28	L-11 PERS \$33,333.17
L-3 Equipment \$11,402.26	L-12 Worker’s Comp. \$3,700.00
L-4 Repair & Maintenance \$812.95	L-12a Unemployment \$10.00
L-5 Contract Services \$7,865.19	L-12a Medicare \$3,561.46
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$79,531.56
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$310.80
L-9 Travel Reimbursement \$6,550.02	

Vacation, Sick & Comp Leave Balances (as of 4/29/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	892.13	446.63	5.25
Nikki Drake	884.60	394.75	0
Jonathan Ferbrache	176.10	238.10	6.63
Christina Holt	623.78	449.63	16
Chad Lucht	2,207.91	387.20	5.5
Tommy Springer	611.74	83.35	24

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 24.55

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/16:

\$192,692.97	Total Cash Balance
\$642.23	- 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

There were no public comments.

Mike will not be rerunning for Board.

Dave gave the NRCS report. An offer was made for the position of Soil Conservationist (replacing Joe Koehler in Hocking).

There was one college scholarship application submitted by Evan Smith. He was interviewed by District staff and awarded a \$500 scholarship.

Amy discussed the Cooperative Working Agreement between the Fairfield SWCD, USDA/NRCS & ODA/Division of Soil & Water Conservation. *Mike made a motion to approve and sign the working agreement. Matt seconded. A vote was taken: all in favor. Motion carried.*

Mike made a motion to approve the AutoCAD subscription annual renewal at a cost of \$2,492.28. Matt seconded. A vote was taken: all in favor. Motion carried.

Amy reviewed the 2016 Annual Plan of Work, which is a requirement to receive state match funds this year. *Matt made a motion to approve and sign the 2016 Annual Plan of Work and Form 11. Mike seconded. A vote was taken: all in favor. Motion carried.*

The Local Work Group meeting was discussed.


Summer Supervisors School was discussed.

Chris reviewed Inventory Retirement forms for items the District no longer needs/uses: Adobe PageMaker 7.0 Software, ESRI ArcView GIS 3.2 software, ESRI ArcView GIS 3.0 software, Intuit QuickBooks Pro 2004 accounting software, Dell computer, (2) HP desktop computers. *Matt made a motion to approve the Inventory Retirement forms. Mike seconded. A vote was taken: all in favor. Motion carried.*

Chris presented a list of quarterly transfers: \$19,538.30 needs to be transferred to the Dedicated Conservation Fund from Chase checking account and \$318.36 was paid out of the Chase checking and needs to be reimbursed from the Dedicated Conservation Fund. *Mike made a motion to approve the transfers. Matt seconded. A vote was taken: all in favor. Motion carried.*

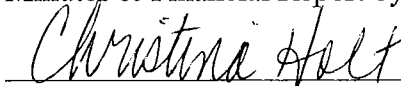
The CoRSA insurance annual bill is \$5,893. *Mike made a motion to approve the annual payment of \$5,893 for CoRSA insurance. Matt seconded. A vote was taken: all in favor. Motion carried.*

Matt made a motion to adjourn the Board meeting at 5:30 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