

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

Date: May 11, 2017

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

Board of Supervisors in attendance: Mark Boving, Wendy LaRue, Matt Reese, Tim White (arrived at 5:07 p.m.) Don Rector was unable to attend.

District staff: Amy Boyer, Nikki Drake, Jonathan Ferbrache, Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

Others: Jarrod Hittle, ODA Program Specialist; Brian Brandt, American Farmland Trust Director

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

Approval of minutes of April 13, 2017, Board meeting

Motion: Matt Second: Wendy All in favor

Approval of financial report for April 1-30, 2017

Motion: Matt Second: Wendy All in favor

RECEIPTS

1 plat book sold	\$ 20.00	Dist. Fund
1 2012 plat book sold	5.00	" "
wildlife packets sold	186.00	" "
Star Ohio – interest (March)	113.21	" "
Jim Grilliot – deposit for no-till drill	50.00	" "
1,600 flags sold	160.00	" "
Copies sold	31.20	" "
Corey Snoke – no-till drill deposit	50.00	" "
FSWCD “DCF” – quarterly transfer of bills (10/1/16-3/31/17)	31,796.53	" "
Pickaway SWCD – share of costs for District Science Fair	56.25	" "
Chris Ours – deposit for no-till seeder	50.00	" "
David Hague – deposit for no-till seeder	<u>50.00</u>	" "
Total Receipts District Fund	\$32,568.19	
ODA, Soil & Water Conservation – April state match payment	14,445.00	Spec. Fund
Violet Township – MS4 program services	7,000.00	" "
Fairfield County Commissioners – 2 nd half of 2017 allocation	145,075.00	" "
Reincumbered – Vinton Co. National Bank – PO#4292	L-3 .09	" "
Total Receipts Special Fund	\$166,520.09	

BILLS

Verizon Wireless – Ck#5117 – monthly cell (\$127.48 TSP; \$127.50 Phase 2)	254.98	Dist. Fund
Millersport Agri-Service – Ck#5118 – new Great Plains 2507 no-till seeder	12,443.00	" "
Licking SWCD – Ck#5119 – tree packets for 2017 sale	4,954.74	" "
Vinton Co. National Bank – Ck#5120 – Visa bill (\$511.60 for Apple iPad/case & iPhone case; \$40 for engineering phone case; \$20.69 for flash drives to resale)	572.29	" "
Lancaster Eagle-Gazette – Ck#5121 – monthly newspaper (May)	22.30	" "
Pam Tague – Ck#5122 – refund on cancelled tree order	270.00	" "
Christina Holt – Ck#5123 – reimb. for supplies to wrap 5 th grade trees & kitchen supplies	15.75	" "
Evan Smith – Ck#5124 – 2016 SWCD College Scholarship recipient	500.00	" "
Joe Kruse – Ck#5125 – 1 st place District Science Fair winner	100.00	" "
Cassidy Smith – Ck#5126 – 3 rd place District Science Fair winner	50.00	" "
Mikhayla Henry – Ck#5127 – 2 nd place District Science Fair winner	75.00	" "

Fairfield SWCD "DCF" – Ck#5128 – transfer of receipts (10/1/16-3/31/17)		<u>32,217.62</u>	" "
Total Expenses District Fund		\$51,475.68	
Salaries (4/14 & 4/28)	L-1	23,985.60	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		\$37,510.56	
MNCO – PO#4085 – legal notice for cash basis annual financial report	L-10	62.35	Spec. Fund
Vinton Co. National Bank – PO#4292 – Visa bill (5TB hard drive for computer server)	L-3	219.99	" "
Vinton Co. National Bank – PO#4290 – Visa bill (C. Lucht reg. to 5/22 Project WET workshop)	L-9	20.00	" "
Vinton Co. National Bank – PO#4291 – Visa bill (window decals for new vehicle and trailer)	L-2	32.00	" "
CORSA – PO#4443 – vehicle, property and liability insurance (5/1/17-4/30/18)	L-5	5,849.00	" "
BW Tire Pickerington LTD – PO#4564 – oil change on 2015 GMC Sierra	L-3	56.95	" "
Key Blue Prints Inc. – PO#4587 – 2 rolls of 34x300 inkjet bond paper	L-2	<u>63.33</u>	" "
Total Expenses Special Fund (Purchase Orders)		\$6,303.62	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1553 4/18 Monthly fuel bill	L-2	\$18.26	<i>Current Balance \$478.88</i>
BP America – Blanket PO#1549 4/10 Monthly fuel bill	L-2	\$147.95	<i>Current Balance \$472.41</i>
AT&T – Blanket PO#1547 4/10 Monthly phone bill	L-5	\$45.89	<i>Current Balance \$116.62</i>
Time Warner Cable – Blanket PO#1551 4/10 Monthly business class service	L-5	\$119.99	<i>Current Balance \$239.98</i>

DISTRICT FUND BALANCES AS OF 4/30/17:

\$247,644.62	Total balance in District Account	
	\$154,028.83 - Balance in Star Ohio	
	\$93,615.79- Balance in District Checking Account	
\$178,650.55	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	
	\$2,758.32 - 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**
 \$58,878.87 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
 \$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) **Assigned Funds**

\$68,994.07 Total undedicated funds

PETTY CASH

Beginning Balance \$27.26

Ending Balance \$24.25

RECEIPTS

None

BILLS

1 newsletter returned	\$1.21
Zettler Hardware – fasteners for no-till seeder	1.80
	\$3.01

SPECIAL FUND BALANCES AS OF 4/30/17:

Balance in Budgeted Appropriation Account - \$375,233.54

Balance in Special Account – \$337,418.18 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$28,890.00

Received to date - \$172,338.00

Special Fund Account Balances

L-1 Salaries \$209,066.35	L-10 Advertising \$3,442.10
L-2 Supplies \$8,653.30	L-11 PERS \$29,029.38
L-3 Equipment \$11,637.45	L-12 Worker's Comp. \$1,471.45
L-4 Repair & Maintenance \$694.68	L-12a Unemployment \$10.00
L-5 Contract Services \$6,149.34	L-12a Medicare \$3,158.94
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$78,420.96
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$300.42
L-9 Travel Reimbursement \$6,131.61	L-13 Long Term Disability \$147.56

Vacation, Sick & Comp Leave Balances (as of 4/28/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	923.73	463.83	12.63
Nikki Drake	969.45	441.95	15.88
Jonathan Ferbrache	226.70	218.70	9.63
Christina Holt	685.63	479.08	13.5
Chad Lucht	2,304.01	418.40	9
Tommy Springer	703.59	173.45	5.75

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March)	\$ 31.35
Fairfield SWCD Chase checking – quarterly transfer of receipts (10/1/16-3/3/17)	32,217.62
Total Receipts \$	32,248.97

BILLS

Fairfield SWCD Chase Bank – Ck#1013 – reimb. bills paid (10/1/16-3/31/17)	31,796.53
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DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/17:

\$246,514.12	Total Cash Balance
\$986.27	- 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

American Farmland Trust Director Brian Brandt was in attendance to review David Hague’s \$52,000 Electric Power Research Institute, Inc. (EPRI) forestry grant and contract to convert ~32 acres of cropland to native forest under the US Endowment for Forest and Communities Ohio River Basin Interstate Water Quality Trading Project. (Tim White joined the meeting.) Nitrogen reductions are estimated through these projects. There is a 20-year commitment to leave the trees on the land. If the property is sold, the contract follows to the next landowner. Fairfield SWCD would receive the \$52,000 to pay Hague on a reimbursement basis over the next five years. The District would be responsible for construction follow up, completing a report form for EPRI, making payments to Hague, and annual reports each year for five years after implementation. The 80% cost-share covers the cost of trees, machinery, and labor. There was concern about the District’s responsibility; there would be reimbursement for staff time. If trees are lost, there is a reserve pool for failures or EPRI can re-invest in more trees to plant. Amy presented the Agreement for Landowner Management Services Between EPRI and FSWCD (#DKT). Hague will have his own agreement with them, which per Brian follows his forestry plan that ODNR Service Forester Jason VanHouten completed. Brian said our agreement can always have amendments made also.

Motion to accept contract between EPRI & FSWCD for David Hague’s forestry grant

Motion: Tim Second: Matt All in favor

Mark signed the contract.

Jarrold Hittle reported that he will be moving to Area 3 to become a Grazing/Program Specialist. He will continue Area 5 duties until his current position is filled.

Tim and Mark both stated they would re-run for the board. We need at least one more candidate by late June. Amy will get Matt contact information for Kris Thrush.

See attached NRCS Report by Dave Libben.

Tommy explained our partnership with multiple SWCDs on the Wayne National Forest Mapping project, now in its 3rd year. He is anticipating 2-3 days total in the next week.

Motion to approve MOU with Vinton SWCD on Wayne National Forest Mapping

Motion: Wendy Second: Tim All in favor

Amy presented the Form 11 for state matching funds. It is assumed that state match will be ~50%.

Motion to approve Form 11 with \$304,150 being submitted for state matching funds

Motion: Matt Second: Tim All in favor

Matt signed as back up fiscal agent in Don's absence.

Amy reviewed the Annual Plan of Work for 2017.

Motion to approve Annual Plan of Work for 2017

Motion: Matt Second: Wendy All in favor

Board members present signed.

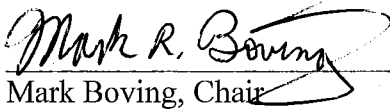
The new seeder was discussed. There were some issues with seed cups binding, which Larry Hoover believes is a lack of lubrication, so he provided talc. Corn stubble was not a problem unless combined with a green cover crop. Mike Wolfe suggested we keep the old drill; however, it needs some maintenance. Mark asked for an estimate of repairs. There was discussion whether to include turf grass for lawns on the new seeder rental agreement. Jonathan will make some calls to other business who rent. A 50 HP tractor is needed. A disclaimer will be added to state that a renter should not attempt to make any repair without consulting the District first.

Farm Bureau has hired a new director; Dave or Matt will get us contact information for her.

Jonathan explained and made the Board aware that Commissioner Dave Levacy suggested that the District handle funds for Buckeye Lake. More information to follow.

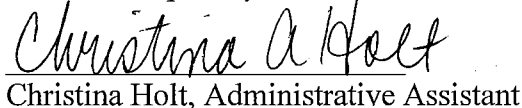
Motion to Adjourn at 6:33 p.m.

Motion: Matt Second: Wendy All in favor


Mark Boving, Chair


Matt Reese, Secretary

Financial Report by:


Christina Holt, Administrative Assistant

Minutes by:


Nikki Drake, Engineering Technician