

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

Date: November 10, 2016

Location: 831 College Avenue, Suite B, Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Matt Reese, Tim White, Mike Wolfe
(Don Rector could not attend.)

District Staff: Amy Boyer, Nikki Drake, Chad Lucht, Tommy Springer

NRCS: Dave Libben, Brice Shaw

Meeting called to order at 5:02 p.m. by Mark Boving.

The minutes from the October 6, 2016, Board meeting were reviewed. *Mike made a motion to approve the minutes. Tim seconded. A vote was taken: all in favor.* Motion carried.

The financial report was reviewed. *Tim made a motion to approve the financial report. Mike seconded. A vote was taken: all in favor.* Motion carried.

RECEIPTS

5 plat books sold	\$ 100.00	Dist. Fund
Tim Shaw – no-till drill deposit	50.00	“ “
Tim Shaw – drill rental (9.1 acres)	109.20	“ “
500 flags sold	50.00	“ “
Vinton SWCD – reimb. Tommy Springer time to map Wayne National	2,333.33	“ “
Star Ohio – interest (September)	73.96	“ “
Fairfield SWCD “DCF” – quarterly reimb. for bills paid (7/1-9/30/16)	635.13	“ “
Craig Goodman – no-till drill rental (4 acres)	98.00	“ “
Rob Stilwell – GPS tile as-built only survey (Blacklick)	<u>50.00</u>	“ “
Total Receipts District Fund	\$3,499.62	
ODA, Soil & Water Conservation – October state match payment	14,445.00	Spec. Fund

BILLS

Fairfield County Agricultural Society – Ck#5077 – tickets for fair booth workers	69.00	Dist. Fund
MA SI – Ck#5078 – water sample testing (\$367.50 Co./Violet;\$26.25 Liberty Twp.)	393.75	“ “
Lancaster Eagle-Gazette – Ck#5079 – monthly newspaper (Nov.)	24.72	“ “
Nextel Communications – Ck#5080 - monthly cell bill (\$84.20 TSP; \$64.21 Phase 2 funds)	148.41	“ “
Vinton Co. National Bank – Ck#5081 – Visa (Annual Meeting expenses \$42.69; Supplies \$6.99; Equipment \$688; other expenses \$13.59)	751.27	“ “
Fairfield SWCD “DCF” – Ck#5082 – quarterly transfer of receipts (7/1-9/30/16)	<u>15,196.80</u>	“ “
Total Expenses District Fund	\$16,583.95	
Salaries (10/14 & 10/28)	L-1 23,484.82	Spec. Fund
Health Insurance	L-13 9,602.64	“ “
Life Insurance	L-13 36.00	“ “
Medicare	L-12a 315.96	“ “
PERS	L-11 <u>3,287.86</u>	“ “
Total Salaries & Benefits	\$36,727.28	
MT Buisness Tech – PO#7864 – maintenance agreement base charge & excess color copy charges	L-4 199.13	Spec. Fund
BW Tire Pickerington – PO#7867 – repair to Jeep cooling fan	L-3 186.85	“ “
Time Warner Cable – Blanket PO#7871 – business class service	L-5 239.98	“ “
Hestons Auto Service – PO#7992 – brake line repair on Jeep	L-3 268.80	“ “
Vinton Co. National Bank – PO#8139 – Visa (C. Lucht reg. to 10/28 Storm Water Management workshop)	L-9 50.00	“ “
BW Tire Pickerington – PO#8289 – oil changes for Jeep & F-150	L-3 51.40	“ “

Speedway SuperAmerica – added to blanket PO#1824 L-2 350.00 “ “
Total Expenses Special Fund (Purchase Orders) \$1,346.16

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 L-2
 10/17 Monthly fuel bill \$283.20
Current Balance \$328.96

BP America – Blanket PO#1799 L-2
 10/11 Monthly fuel bill \$49.40
Current Balance \$123.52

AT&T – Blanket PO#1793 L-5
 10/11 Monthly phone bill \$48.40
Current Balance \$16.74

Time Warner Cable – Blanket PO#7871 L-5
 10/17 Monthly business class service \$119.99
Current Balance \$119.99

DISTRICT FUND BALANCES AS OF 10/31/16:

\$238,059.84 Total balance in District Account
 \$153,454.17 - Balance in Star Ohio
 \$84,605.67- Balance in District Checking Account

\$156,391.11 Amount to be used only for the following programs/grants/etc.:
 \$22,624.15 - Sediment & Erosion Control Inspection Fees – RPC projects
 (Any unused amount is returned)
 \$3,466.63 - 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
 \$516.90 – Healthy Soils Mini-Grant (ODNR)
 \$52,295.94 - Current Staff Liabilities (comp & vacation leave)
 \$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)

\$81,668.73 Total undedicated funds

PETTY CASH

Beginning Balance \$22.83
 Ending Balance \$22.83

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 10/31/16:

Balance in Budgeted Appropriation Account - \$156,367.88
 Balance in Special Account – \$194,141.57 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Received to date - \$71,724.00

Outstanding balance (to be received in 2016/2017) - \$129,504.00

Special Fund Account Balances

L-1 Salaries \$82,585.42

L-2 Supplies \$6,015.49

L-3 Equipment \$6,092.82

L-4 Repair & Maintenance \$248.54

L-5 Contract Services \$748.60

L-6 Rentals/Lease \$13,120.00

L-7 Specialized Services \$3,800.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$5,237.02

L-10 Advertising \$1,943.55

L-11 PERS \$11,962.08

L-12 Worker's Comp. \$1,098.40

L-12a Unemployment \$10.00

L-12a Medicare \$1,495.44

L-13 Health Insurance \$21,915.72

L-13 Health Insurance EAP \$0

L-13 Life Insurance \$94.80

Vacation, Sick & Comp Leave Balances (as of 10/28/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	890.93	440.23	11.38
Nikki Drake	912.15	385.35	2.75
Jonathan Ferbrache	207.40	182.90	2.63
Christina Holt	653.58	434.98	4.75
Chad Lucht	2,264.96	418.30	21.50
Tommy Springer	662.04	113.65	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September)	\$ 28.52
FSWCD Chase Checking Account – quarterly transfer of receipts (7/1-9/30/16)	<u>15,196.80</u>
Total Receipts	\$15,225.32

BILLS

FSWCD Chase Checking Account – Ck#1012 - reimb. bills paid (7/1-9/30/16)	\$635.13
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DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/16:

\$245,910.48	Total Cash Balance
\$803.72	- 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)
\$21,332.74	- Pesticide Application
\$59,733.66	- Engineering Program Funds
\$140,659.99	- Urban Program Funds

There were no public comments.

Dave gave the NRCS report. They are working on CSP renewal contracts. A few dropped out. There are 58 active contracts. CRP renewals for waterways, filter strips, etc. will be worked on. Some new requests have also come in. The EQIP application deadline is November 18. Dave reviewed the Client Gateway document regarding electronic signatures; getting 5 is his goal. Brice seeded cover crops at Pickerington community garden (part of the soil mini-grant which also provided seed to Fairfield Union, Liberty Union, Bloom-Carroll, and the Master Gardeners during a lunch and learn).

Tommy is applying for another healthy soils mini-grant to provide 3 sets of soil sieves and brushes (\$581.36+\$200 local match of Nikki and Amy getting soils=\$781.36) for educational presentations. *Matt made a motion to approve applying for the mini-grant. Mike seconded. A vote was taken: all in favor. Motion carried.*

Amy presented a bill for 2017 annual dues for OFSWCD (\$1,810) and NACD \$775. *Mike made a motion to approve paying the dues for both. Tim seconded. A vote was taken: all in favor. Motion carried.*

Chris researched what other districts charge for affiliate memberships. There was no consistency. Her recommendation is to increase the \$50 to \$75 and \$20 to \$30. Current rates have not been changed in over 20 years. *Tim made a motion to increase affiliate membership rates to \$75 and \$35. Matt seconded. A vote was taken: all in favor. Motion carried.*

Amy presented an inventory retirement form for an external hard drive that stopped working. *Mike made a motion to approve the retirement form for the external hard drive. Matt seconded. A vote was taken: all in favor. Motion carried. Mark signed the form and the hard drive was trashed.*

We still have 26 of the 2012 (current version is 2015) plat books we would like to sell, but for a discounted rate. *Matt made a motion to sell the remaining 2012 plat books for \$5 each, unless to another agency, then no charge. Tim seconded. A vote was taken: all in favor. Motion carried.*

Mark, Tim and Mike would like to attend the Area 5 Winter Meeting on 12/7 along with Nikki and Amy. Mark will drive from home. *Tim made a motion to approve registration payment for Wendy LaRue (upcoming board member) to attend. Mike seconded. A vote was taken: all in favor. Motion carried.*

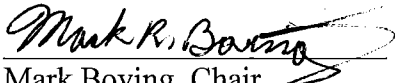
We currently have Office 2007 software, which caused issues at a recent workshop. It will no longer be supported next year. Chad got a quote for an annual subscription for Office 365 which is done by number of users. Tim has it and says it works great. The subscription would keep us current. *Mike made a motion to purchase the annual subscription for Office 365 software. Tim seconded. A vote was taken: all in favor. Motion carried.*

The Ford F-150 has started to become too costly to continue to repair. Chad has been working on getting bids for a replacement vehicle that would be used for engineering with higher clearance. The current engineering GMC would then be used for wildlife, etc. The commissioners push to buy local. We used the state bid list to spec out a vehicle, which Chad took to local dealerships with a bid deadline of 12/1. He has received one so far which is cheaper for a 2017 than what the state bid list was. Dedicated funds will be used for the purchase.

Mike asked about the drill. Tommy submitted a NWF grant request (max 25% or 3:1 match) for \$3,500. Their next meeting is in January, then we will approach Pheasants Forever for \$2,000. The drill will cost ~\$12,000. We have made over \$30,000 with the current drill. It will be stored soon.

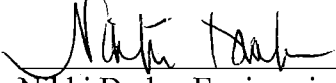
The budget hearing went well. The commissioners were pleased with the business plan.

Tim made a motion to adjourn the Board meeting at 5:39 p.m. Mike seconded. A vote was taken: all in favor.
Motion carried.

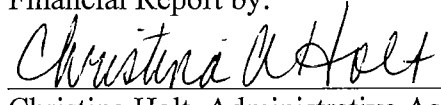

Mark Boving, Chair


Don Rector, Secretary

Minutes taken & typed by:


Nikki Drake, Engineering Technician

Financial Report by:


Christina Holt, Administrative Assistant