

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

Date: October 6, 2016

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

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

District Staff: Amy Boyer, Nikki Drake, Christina Holt, Tommy Springer

NRCS: Dave Libben, Brice Shaw

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

The minutes from the September 8, 2016, Board meeting and Annual Meeting/banquet 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. *Don made a motion to approve the financial report. Matt seconded. A vote was taken: all in favor. Motion carried.*

RECEIPTS

1 plat book sold	\$ 20.00	Dist. Fund
31 annual meeting/banquet tickets	409.50	“ “
John Seifert – drill deposit	50.00	“ “
John Hutton – tile plan design fee	100.00	“ “
John Seifert – drill rental (22.2 acres)	266.40	“ “
Star Ohio – interest (August)	71.02	“ “
Kenny Mason – drill rental (5 acres)	60.00	“ “
Violet Township – pesticide spraying (6/21-8/18/16)	3,371.80	“ “
Ohio EPA – grant funds for OEEF grant “Interactive Education Experience”	1,486.42	“ “
Jeremy Buckley – drill deposit	50.00	“ “
Fairfield County Airport – pesticide work	<u>1,368.50</u>	“ “
Total Receipts District Fund	\$7,253.64	
ODA, Soil & Water Conservation –September state match payment	14,445.00	Spec. Fund

BILLS

Emily Bartlett – Ck#5069 – 1 st place winner of 2016 photo contest	50.00	Dist. Fund
Jean Reichelderfer – Ck#5070 – meal for 9/8 annual meeting/banquet	906.00	“ “
Lancaster Eagle-Gazette – Ck#5071 – monthly newspaper subscription (October)	22.30	“ “
Nextel Communications – Ck#5072 - monthly cell bill (\$84.23 TSP; \$64.24 Phase 2 funds)	148.47	“ “
Vinton Co. National Bank – Ck#5073 – Visa (\$40 for chainsaw repair & \$52.94 for clippers -pesticide funds; \$41.50 for items for 9/8 annual meeting/banquet; \$8.98 in misc. supplies)	143.42	“ “
Auld Crafters – Ck#5074 – plaque for Conservation Partner of Year award	58.50	“ “
Walnut Creek Seeds LLC – Ck#5075 – cover crop seed for Master Gardner’s Program (2016 Healthy Soils Mini-Grant)	189.00	“ “
Terry Thompson – Ck#5076 - 2 nd place winner of 2016 photo contest	<u>25.00</u>	“ “
Total Expenses District Fund	\$1,542.69	
Salaries (9/2, 9/16 & 9/30)	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	“ “
Workers Comp.	L-12 350.69	“ “
PERS	L-11 <u>4,931.79</u>	“ “
Total Salaries & Benefits	\$50,634.56	

BW Tire Pickerington – PO#7147 – oil change & headlamp on Eng. GMC	L-3	94.80	Spec. Fund
Key Blue Prints – PO#7161 – repair to HP printer, scanner, copier	L-3	312.50	“ “
MNCO – PO#7179 – legal ad for supervisor election	L-10	119.20	“ “
Handle With Care IT – PO#7180 – IT services to fix website issue with Time Warner Cable	L-5	152.00	“ “
Key Blue Prints – PO#7355 – clear sleeves to scan old plans	L-2	47.50	“ “
USPS – PO#7356 – stamps (120 - \$.47; 80 - \$.21)	L-2	73.20	“ “
Vinton Co. National Bank – PO#7392 – Visa (parts to repair Eng. GMC from Bobby Layman)	L-3	138.33	“ “
Vinton Co. National Bank – PO#7393 – Visa (C. Lucht registration to Public Education Outreach training on 8/31/16)	L-9	25.00	“ “
Vinton Co. National Bank – PO#7394 – wiper blades for Eng. GMC	L-2	52.18	“ “
Vinton Co. National Bank – PO#7395 – Visa (annual fee to use OUPS)	L-5	<u>25.00</u>	“ “
Total Expenses Special Fund (Purchase Orders)			\$1,039.71

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 9/19 Monthly fuel bill	L-2	\$166.66	<i>Current Balance \$262.16</i>
BP America – Blanket PO#1799 9/7 Monthly fuel bill	L-2	\$148.82	<i>Current Balance \$172.92</i>
AT&T – Blanket PO#1793 9/12 Monthly phone bill	L-5	\$48.48	<i>Current Balance \$65.14</i>
Time Warner Cable – Blanket PO#6032 9/12 Monthly business class service	L-5	\$119.99	<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 9/30/16:

\$251,144.17	Total balance in District Account
	\$153,380.21 - Balance in Star Ohio
	\$97,763.96 - Balance in District Checking Account
\$157,572.54	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)
	\$3,898.34 - 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)
	\$53,045.66 - Current Staff Liabilities (comp & vacation leave)
	\$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)
\$93,571.63	Total undedicated funds

PETTY CASH

Beginning Balance \$.21

Ending Balance \$22.83

RECEIPTS

Check from Special Fund (Supplies) \$34.79

BILLS

9 newsletters returned (8 at \$1.16 & 1 at \$.57) \$ 9.85

1 newsletter returned 1.16

1 newsletter returned 1.16

SPECIAL FUND BALANCES AS OF 9/30/16:

Balance in Budgeted Appropriation Account - \$194,441.32

Balance in Special Account – \$217,770.01 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$143,949.00

Received to date - \$57,279.00

Special Fund Account Balances

L-1 Salaries \$106,070.24

L-2 Supplies \$6,365.49

L-3 Equipment \$6,599.87

L-4 Repair & Maintenance \$447.67

L-5 Contract Services \$988.58

L-6 Rentals/Lease \$13,120.00

L-7 Specialized Services \$3,800.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$5,287.02

L-10 Advertising \$1,943.55

L-11 PERS \$15,249.94

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

L-12a Unemployment \$10.00

L-12a Medicare \$1,811.40

L-13 Health Insurance \$31,518.36

L-13 Health Insurance EAP \$0

L-13 Life Insurance \$130.80

Vacation, Sick & Comp Leave Balances (as of 9/16/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	893.13	429.63	10.38
Nikki Drake	902.35	405.00	7.63
Jonathan Ferbrache	199.10	233.10	9.13
Christina Holt	647.28	434.13	8.25
Chad Lucht	2,251.16	403.20	2.5
Tommy Springer	653.24	109.35	7

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 31.37

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/16:

\$231,320.29 Total Cash Balance

\$775.20 - 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)
\$14,318.38 – Pesticide Application
\$59,686.35 – Engineering Program Funds
\$133,159.99 - Urban Program Funds

There were no public comments.

The Annual Meeting went well. Amy passed around the results of the survey (27 responses). As a result, we will add some forestry and adult education to future planning. We will have them out at the Fairfield County Fair also. Tim joined the meeting at 5:01 p.m.

Dave gave the NRCS report. CSP has 7 new and 12 renewal contracts. CRP had 29 renewal, 14 continuous/waterway, and 7 whole field contracts completed. Several nutrient management EQIP practices are being processed. On October 19, 2016, NRCS is training for 2017 program roll out.

Chris presented an inventory retirement form for the magnetic locator that stopped working accurately. *Don made a motion to approve the inventory retirement form. Matt seconded. A vote was taken: all in favor.* Motion carried.

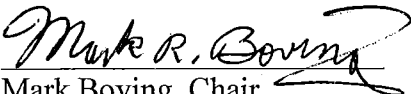
Chris presented a list of transfers: \$15,196.80 needs to be transferred to the Dedicated Conservation Fund from Chase checking account and \$635.13 was paid out of the Chase checking and needs to be reimbursed from the Dedicated Conservation Fund. *Matt made a motion to approve the transfers. Don seconded. A vote was taken: all in favor.* Motion carried.

Amy presented the Wildlife Specialist Agreement which is \$14,400 (up \$700 from last year). *Tim made a motion to accept the agreement. Don seconded. A vote was taken: all in favor.* Motion carried.

Affiliate Memberships have not changed in price in the 20+ years Chris has been here. They are \$50 for the larger and \$20 for the smaller ads (name listed only). Amy will get comparisons of what other districts are charging and present at the next meeting. We do have a waitlist.

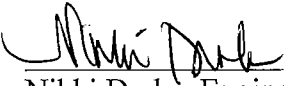
Amy passed out the final version of the business plan (although it will be ongoing). The ODA tour was cancelled.

Matt made a motion to adjourn the Board meeting at 5:23 p.m. Tim seconded. A vote was taken: all in favor. Motion carried.

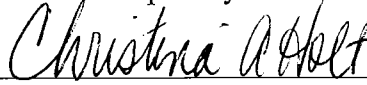

Mark Boving, Chair


Don Rector, Secretary

Minutes taken & typed by:


Nikki Drake, Engineering Technician

Financial Report by:


Christina Holt, Administrative Assistant