

FAIRFIELD SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD OF SUPERVISORS MEETING MINUTES

**Date:** December 14, 2017

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

**Board of Supervisors in attendance:** Mark Boving, Wendy LaRue, Don Rector, Matt Reese, Tim White

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

**NRCS Staff:** Dave Libben, Brice Shaw

Meeting called to order at 5:21 p.m. by Chair Mark Boving.

**Approval of minutes of November 9, 2017, Board Meeting**

Motion: Tim      Second: Matt      All in favor

**Approval of financial report for November 1- 30, 2017**

Motion: Don      Second: Tim      All in favor

RECEIPTS

2 plat books sold	\$ 40.00	Dist. Fund
1,300 flags sold	130.00	“ “
Star Ohio – interest (October)	160.20	“ “
Dave Cain – 2018 affiliate membership	75.00	“ “
Greg Waidelich – 2018 affiliate membership	75.00	“ “
Beveridge Trailers & Trucks - 2018 affiliate membership	75.00	“ “
JD Equipment - 2018 affiliate membership	75.00	“ “
Millersport Agri-Service - 2018 affiliate membership	75.00	“ “
Hugus Fruit Farm LLC - 2018 affiliate membership	75.00	“ “
Fairfield National Bank - 2018 affiliate membership	35.00	“ “
Farm Credit Mid-America - 2018 affiliate membership	75.00	“ “
Faler Feed Store - 2018 affiliate membership	75.00	“ “
Ruff’s Seed Farms - 2018 affiliate membership	75.00	“ “
United Landmark - 2018 affiliate membership	75.00	“ “
C&C Farms & Excavating - 2018 affiliate membership	75.00	“ “
Violet Township – DESC funds (July-Sept. 2017)	<u>6,100.00</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$7,290.20</b>	
ODA, Soil & Water Conservation – November state match	\$ 19,561.00	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$19,561.00</b>	

BILLS

Verizon Wireless – Ck#5157 – monthly bill (\$129.98 TSP; \$130 Phase 2) plus previous balance of \$254.90 from October bill paid with ck#5153 on 10/17; check lost in mail and never received	514.88	Dist. Fund
Lancaster Eagle-Gazette – Ck#5158 – monthly newspaper subscription (December)	23.30	“ “
Lancaster Fairfield County Chamber of Commerce – Ck#5159 – 2018 membership	218.00	“ “
Vinton Co. National Bank – Ck#5160 – Visa (CPESC renewal for J. Ferbrache \$141 Phase 2 funds; supplies to winterize equipment \$9 pesticide funds; popcorn supplies for fair booth \$41.77)	191.77	“ “
Fleetcor Superfleet MasterCard – Ck#5161 – monthly fuel bill with late fee (check from special fund wasn’t received until after due date – will reimb. from special fund)	<u>172.10</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$1,120.05</b>	
Salaries (11/9 & 11/22)	L-1 23,985.61	Spec.Fund
Health Insurance	L-13 9,794.76	“ “
Life Insurance	L-13 33.24	“ “

Medicare	L-12a	321.62	“	“
Long-Term Disability (50% match on employees who elect coverage)	L-13	18.32	“	“
Overtime		64.91	“	“
PERS	L-11	<u>3,367.06</u>	“	“
<b>Total Salaries &amp; Benefits \$37,585.52</b>				
Chad Myers – PO#8839 – website design & development	L-5	1,100.00	Spec. Fund	
OFSWCD – PO#8945 – state service fees for 2018	L-7	2,633.20	“	“
NACD – PO#8947 – contribution for 2018	L-7	775.00	“	“
Wendy LaRue – PO#8952 – reimb. mileage to attend District functions (12/7/16 & 1/25/17)	L-9	42.91	“	“
Time Warner Cable – PO#8953 – business class service	L-5	92.47	“	“
Vinton Co. National Bank – PO#8983 – visa bill (new microwave & adapter for truck)	L-3	169.98	“	“
Vinton Co. National Bank – PO#8984 – visa bill (registration for J. Ferbrache, C. Lucht, T. Springer to 2/23/18 Recertification Conference; J. Ferbrache to 11/9 COLT Fall Mtg.; T. Springer to 11/8 Ohio Community Wildlife Cooperative Conference)	L-9	327.00	“	“
Handle with Care IT – PO#9000 – IT assistance with DNS records	L-5	38.00	“	“
Fairfield SWCD – PO#9133 – reimb. fuel bill paid from District checking	L-2	<u>172.10</u>	“	“
<b>Total Expenses Special Fund (Purchase Orders) \$5,350.66</b>				

NOTE: On November 17, \$30 was transferred from PERS to Long-Term Disability & \$20 was transferred from PERS to Short-Term Disability

PURCHASE ORDERS

BP America – Blanket PO#1549	L-2			
11/7		Monthly fuel bill		\$115.93
				<i>Current Balance \$115.55</i>

DISTRICT FUND BALANCES AS OF 11/30/17:

\$284,734.47	Total balance in District Account	
	\$155,035.96 - Balance in Star Ohio	
	\$129,698.51 - Balance in District Checking Account	
\$171,308.61	Amount to be used only for the following programs/grants/etc.:	
	\$33,635.19 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned) <b>Restricted Funds</b>	
	\$1,562.51 - Phase II Funds (County Commissioners) <b>Restricted Funds</b>	
	\$572.90 – Amount that can be used for a project utilizing the following funds:	
	\$256.44 – Conservation Funds (Rager Fertilizer fine) <b>Committed Funds</b>	
	\$124.65 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$472.80 – 2016 Healthy Soils Mini-Grant for Cover Crops (ODNR) <b>Restricted Funds</b>	
	\$26.28 – 2017 Healthy Soils Mini-Grant for Soil Sieves <b>Restricted Funds</b>	
	\$56,687.03 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$113,425.86	Total undedicated funds	

PETTY CASH

Beginning Balance	\$33.21
Ending Balance	\$33.21

**RECEIPTS**

None

**BILLS**

None

SPECIAL FUND BALANCES AS OF 11/30/17:

Balance in Budgeted Appropriation Account - \$80,549.13

Balance in Special Account – \$183,920.91 (Actual Cash)

2017 STATE MATCH

Amount allocated - \$182,020.00

Outstanding balance (to be received in 2017/2018) - \$100,028.00

Received to date - \$81,992.00

**Special Fund Account Balances**

L-1 Salaries \$29,174.23	L-10 Advertising \$1,693.85
L-2 Supplies \$6,311.16	L-11 PERS \$3,785.54
L-3 Equipment \$7,053.70	L-12 Worker’s Comp. \$1,043.76
L-4 Repair & Maintenance \$219.03	L-12a Unemployment \$10.00
L-5 Contract Services \$1,917.57	L-12a Medicare \$740.36
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$9,857.64
L-7 Specialized Services \$391.80	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$51.12
L-9 Travel Reimbursement \$5,184.12	L-13 Long Term Disability \$40.16
OT, Overtime -\$64.91	L-13 Short Term Disability \$20.00

**Vacation, Sick & Comp Leave Balances (as of 11/24/17)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	962.23	451.33	3.13
Nikki Drake	1019.20	432.95	10.5
Jonathan Ferbrache	262.70	173.70	15.63
Christina Holt	743.13	469.83	14.50
Chad Lucht	2,361.26	431.90	6.25
Tommy Springer	745.09	156.70	4.75

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (October) \$ 54.09

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/17:

\$246,854.55 Total Cash Balance  
 \$1,326.70 - 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**

There were no public comments.

There were no standing committees.

Dave gave the NRCS Report. CSP renewals are due Friday. He attended a no-till conference on December 6<sup>th</sup>. Brice is busy with CRP waterway plans that also have a deadline of Friday.

Brian Jordan has updated both Amy and Nikki's engineering job approval charts, which was explained. NRCS hired a replacement for Rob Skidmore; however, the new person does not have much experience.

**Approval of updated engineering job approval charts for Amy Boyer & Nikki Drake – Chair to sign**

Motion: Tim Second: Wendy All in favor

A resolution was compiled to support the State of Ohio funding logjam removal. Jonathan talked to both Licking and Fairfield Emergency Management Agency Directors, and they were in support of the resolution. There was funding back in the 1990's.

**Approval to submit a resolution supporting the State of Ohio funding for logjam removal**

Motion: Don Second: Tim All in favor

Amy discussed the Area 5 winter meeting that staff/board attended on December 6<sup>th</sup>. A resolution seeking additional funding source(s) for state match was approved. Numbers shared regarding state match were \$10,803,941 for 2018 and \$10,979,941 in 2019.

Chris explained that Chad had overtime pay on a holiday in November. Overtime is not deducted from the Salary account in the Special Fund. It is taken from an Overtime Account, which now has a negative balance of \$64.91. To keep from having a negative account balance at the end of the year, a transfer of funds needs to be approved, moving \$64.91 from Salaries to Overtime.

**Approval to transfer funds in the amount of \$64.91 from L-1 Salaries to OT, Overtime**

Motion: Tim Second: Matt All in favor

Jonathan discussed the Timber Harvest NOI Plan submitted for Berry Grain Farms LLC, which is a protected farm in the Farmland Preservation Program. The plan calls for a select cut of walnut trees and will work both sides of the creek. It should be done in two days or less. Jonathan explained that we review the NOI to be sure protocols are being followed.

**Approval of Timber Harvest NOI Plan for Berry Grain Farms LLC**

Motion: Tim Second: Wendy All in favor

Amy presented Tim White with an Area 5 Supervisor of the Year award, which was initially presented at the Area 5 Winter meeting (Tim was unable to attend). The District has a volunteer from Hocking College, Megan Carman, working during her winter break. She will be assisting Jonathan & Chad on MS4 computer work.

**Motion to adjourn at 5:48 p.m.**

Motion: Matt Second: Don All in favor

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Mark Boving, Chair

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Matt Reese, Secretary

Minutes & Financial Report by:

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Christina Holt, Administrative Assistant