

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

Date: November 9, 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 5:10 p.m. by Chair Mark Boving.

Approval of minutes of October 5, 2017, Board Meeting

Motion: Tim Second: Don All in favor

Approval of financial report for October 1- 31, 2017

Motion: Matt Second: Wendy All in favor

RECEIPTS

4 plat books sold	\$ 80.00	Dist. Fund
200 flags sold	20.00	“ “
Shirley Tipple – drill rental (19.2 acres)	230.40	“ “
Violet Township - spraying (5/31-9/6/17)	2,825.91	“ “
Star Ohio – interest (September)	152.88	“ “
Two L Farms – tile plan design fee	100.00	“ “
Sarah Meier – seeder rental (2.4 acres) and replacement hydraulic hose	153.80	“ “
OFSWCD – CRP & EQIP funds	<u>16,289.25</u>	“ “
	Total Receipts District Fund \$19,852.24	
ODA, Soil & Water Conservation – October state match	\$ 14,290.00	Spec. Fund
	Total Receipts Special Fund \$14,290.00	

BILLS

Promotions by Design – Ck#5151 – 4 tablecloths (8 foot)	485.91	Dist. Fund
Lancaster Eagle-Gazette – Ck#5152 – monthly newspaper subscription (November)	26.72	“ “
Verizon Wireless – Ck#5153 – monthly bill (\$127.44 TSP; \$127.46 Phase 2)	254.90	“ “
Delaware SWCD – Ck#5154 – rental fee for soil tunnel at fair	350.00	“ “
Vinton Co. National Bank – Ck#5155 – Visa (seeder hydraulic hose \$125.36; annual meeting expenses \$35.11; fair \$169.30)	329.77	“ “
Summit SWCD – Ck#5156 – C. Lucht registration to 11/15-16 Inspection & Maintenance Cert. for Stormwater Control Measures in Ohio	<u>200.00</u>	“ “
	Total Expenses District Fund \$1,647.30	
Salaries (10/13 & 10/27)	L-1 23,985.62	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>3,357.98</u>	“ “
	Total Salaries & Benefits \$37,510.60	
BP America – added to blanket PO#1549	L-2 300.00	Spec. Fund
MT Business Technologies – PO#8177 – copier maintenance (base \$64.38; excess copy charges \$227.45)	L-4 291.83	“ “
CDW Government – PO#8312 – Microsoft Office 365 subscription renewal	L-3 717.96	“ “
Time Warner Cable – PO#8313 – monthly business class service	L-5 119.99	“ “

Fleetcor Superfleet MasterCard – PO#8468 – monthly fuel bill (9/8-10/8) L-2 258.29 “ “
Total Expenses Special Fund (Purchase Orders) \$1,688.07

PURCHASE ORDERS

BP America – Blanket PO#1549 L-2
10/10 Monthly fuel bill \$137.18
Current Balance \$231.48

DISTRICT FUND BALANCES AS OF 10/31/17:

\$278,564.32 Total balance in District Account
\$154,875.76 - Balance in Star Ohio
\$123,688.56 - Balance in District Checking Account
\$170,833.20 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) **Restricted Funds**
\$1,833.51 - 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**
\$55,940.62 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
\$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**
\$107,731.12 Total undedicated funds

PETTY CASH

Beginning Balance \$33.21
Ending Balance \$33.21

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 10/31/17:

Balance in Budgeted Appropriation Account - \$123,485.31
Balance in Special Account – \$207,296.09 (Actual Cash)

2017 STATE MATCH

Amount allocated - \$182,020.00 Outstanding balance (to be received in 2017/2018) - \$119,589.00
Received to date - \$62,431.00

Special Fund Account Balances

L-1 Salaries \$53,159.84	L-10 Advertising \$1,693.85
L-2 Supplies \$6,483.26	L-11 PERS \$7,202.60
L-3 Equipment \$7,223.68	L-12 Worker’s Comp. \$1,043.76
L-4 Repair & Maintenance \$219.03	L-12a Unemployment \$10.00
L-5 Contract Services \$3,148.04	L-12a Medicare \$1,061.98

L-6 Rentals/Lease \$13,120.00
 L-7 Specialized Services \$3,800.00
 L-8 Scholarship \$0
 L-9 Travel Reimbursement \$5,554.03

L-13 Health Insurance \$19,652.40
 L-13 Health Insurance EAP \$0
 L-13 Life Insurance \$84.36
 L-13 Long Term Disability \$28.48

Vacation, Sick & Comp Leave Balances (as of 10/27/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	970.03	438.93	2.75
Nikki Drake	1018.50	466.30	10.5
Jonathan Ferbrache	263.00	164.50	14.38
Christina Holt	735.43	457.43	11.63
Chad Lucht	2,352.06	416.50	6
Tommy Springer	751.89	147.50	11.75

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September) \$ 49.01

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/17:

\$246,800.46 Total Cash Balance
 \$1,272.61 - 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. Fairfield County was number 1 in 2017 for contracts and allocations for CSP. There currently are no new sign-ups for CRP. The deadline to sign-up for EQIP is November 17. The Ohio No-Till Conference will be held on December 6 (information passed around).

Chris reviewed the Level 4 Budget for 2018, which is due to be entered by November 27. She reviewed the following changes: Health Insurance was decreased due to there being no increase from 2017; Long-Term Disability Insurance was increased as three staff have elected the benefit; Short-Term Disability Insurance was added as a staff member elected the coverage; Repair & Maintenance and Advertising were slightly increased. We are decreasing what we are asking from the Fairfield County Commissioners from \$302,300 to \$297,500 due to health insurance staying flat.

Approval of 2018 Final Budget

Motion: Wendy Second: Tim All in favor

Chris explained that during the election of 2018 benefits, three staff opted to take Long-Term Disability Insurance and one opted for the Short-Term Disability. Premiums for these are taken out in December for January. Therefore, an account to account transfer needs to be done to not be in the negative in those accounts at the end of the year. A total of \$50 needs to be transferred, with \$30 to Long-Term and \$20 to Short-Term.

Approve \$50 in Account to Account Transfers in Special Fund Accounts to cover expenses

Motion: Don Second: Wendy All in favor

Amy explained that it is time to pay the dues for OFSWCD and NACD. We have received a total of \$39,219.25 in TSP funds for CRP & EQIP.

Approve to pay OFSWCD (\$2,633.20) & NACD (\$775) dues

Motion: Matt Second: Wendy All in favor

Liberty Township sent a letter to the SWCD thanking us for assistance (Jonathan) with MS4 issues. Amy also mentioned that the Area 5 Winter meeting is scheduled for December 6. She asked that those interested in attending let Chris know in the next couple weeks. Tim mentioned that he may be interested in attending the NACD National Meeting being held in Nashville, TN in January 2018.

Jonathan was asked to be a part of a newly formed Buckeye Lake 2030 Watershed Committee (economic development) which is being led by Yaromir Steiner. They are looking to create a watershed committee under the Buckeye Lake 2030 organization, another non-profit organization but different than Buckeye Lake for Tomorrow. Jonathan suggested a six-month time frame and revisit our involvement after that. He would like to keep the SWCD in a support network role.

After some discussion, a motion was made to approve Jonathan Ferbrache to participate in the Buckeye Lake 2030 Watershed Committee for a period of 6 months.

Motion: Don Second: Matt All in favor

Motion to adjourn at 5:44 p.m.

Motion: Tim Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant