

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

Date: February 8, 2018

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

Board of Supervisors in attendance: Mark Boving, Wendy LaRue (arrived at 4:20), Don Rector (arrived at 4:10), Matt Reese, Tim White

District Staff: Amy Boyer, Nikki Drake, Jonathan Ferbrache, Chris Holt (personnel review only), Chad Lucht, Tommy Springer

NRCS: Dave Libben, Brice Shaw

Others: Cody Hacker, ODA Area 5 Program Specialist

Meeting called to order at 4:07 p.m. by Chair Mark Boving.

Into executive session for Employee Reviews at 4:07 p.m.

Motion: Tim Second: Matt Roll call: Mark-yes, Matt-yes, Tim-yes

Out of executive session at 6:25 p.m.

Motion: Tim Second: Don Roll call: Mark-yes, Wendy-yes, Don-yes, Matt-yes, Tim-yes

Approval of minutes of January 11, 2018, Board meeting

Motion: Wendy Second: Matt All in favor

Approval of financial report for January 1-31, 2018

Motion: Tim Second: Matt All in favor

RECEIPTS

Copies sold	\$ 30.00	Dist. Fund
1 plat book	20.00	“ “
Charles Hockman – tile plan design fee	100.00	“ “
Star Ohio – interest (December)	173.95	“ “
EPRI – Hague grant funding (portion)	25,044.50	“ “
City of Reynoldsburg – no-till seeder rental & fee (25.1 acres)	351.20	“ “
Karl Grube – tile plan design fee (18-WAL-16)	100.00	“ “
Violet Township – DESC funds (October-December 2017)	4,200.00	“ “
Liberty Township – DESC funds (10/1-12/31/17)	300.00	“ “
Village of Lithopolis – GPS mapping agreement	<u>5,000.00</u>	“ “
Total Receipts District Fund	\$35,319.65	
ODA, Soil & Water Conservation – January state match	\$ 14,290.00	Spec. Fund
County Appropriation (half)	<u>148,750.00</u>	“ “
Total Receipts Special Fund	\$163,040.00	

BILLS

Verizon Wireless – Ck#5169 – monthly bill (\$127.47 TSP; \$127.49 Phase 2)	254.96	Dist. Fund
Desirae Logsdon – Ck#5170 – 2017 college scholarship recipient	500.00	“ “
Fairfield Federal – Ck#5171 – lock box fee for 1 year	30.00	“ “
Coyote Run LLC – Ck#5172 – portion of EPRI grant	25,044.50	“ “
Lancaster Eagle-Gazette – Ck#5173 – monthly newspaper subscription (February)	22.30	“ “
Vinton Co. National Bank – Ck#5174 – Visa (CPESC renewal for C. Lucht) P2	141.00	“ “
U.S.P.S. – Ck#5175 - cost to mail February newsletter	<u>240.64</u>	“ “
Total Expenses District Fund	\$26,233.40	
Salaries (1/5 & 1/19)	L-1 23,985.62	Spec.Fund
Health Insurance	L-13 9,794.76	“ “

Life Insurance	L-13	33.24	“	“
Medicare	L-12a	321.38	“	“
Long-Term Disability (match on employees who elect coverage)	L-13	30.66	“	“
Short-Term Disability (match on employees who elect coverage)	L-13	16.72	“	“
PERS	L-11	<u>3,357.96</u>	“	“
Total Salaries & Benefits		\$37,540.34		
BP America – Blanket PO#1975 – monthly fuel bills	L-2	800.00	Spec. Fund	
MT Business Technologies – PO#1985 – copier maintenance (12/3/17-3/3/18 base charge; 9/3-12/2/17 excess color copy charge)	L-4	166.86	“	“
Speedway SuperAmerica – Blanket PO#1990 -monthly fuel bills	L-2	800.00	“	“
OFSWCD – PO#2092 - Envirothon donation thru Don Rehl Memorial Fund	L-8	50.00	“	“
Handle With Care IT – PO#2102 – IT assistance with DNS records	L-5	38.00	“	“
Handle With Care IT – PO#2103 – IT assistance with SSL certificate	L-5	76.00	“	“
Ohio University Athens – PO#2108 – 2 interns thru Great Lakes Program	L-5	893.28	“	“
Vinton Co. National Bank – PO#2219 – Visa (Netgear wireless router from Best Buy)	L-3	147.99	“	“
Time Warner Cable – PO#2241 – business class service (1/5-2/4/18)	L-5	104.98	“	“
Key Blue Prints Inc. – PO#2436 – 2 rolls of 34x300 inkjet plotter paper	L-2	53.95	“	“
S. Nikki Drake – PO#2526 – reimb. mileage to 1/20 Chamber Trade Show	L-9	20.00	“	“
Christina Holt – PO#2542 – replenish petty cash fund	L-2	<u>21.38</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$3,172.44		

PURCHASE ORDERS

BP America – Blanket PO#1975	L-2			
1/9	Monthly fuel bill		\$72.45	
				<i>Current Balance \$727.55</i>
Speedway SuperAmerica – Blanket PO#1990	L-2			
1/16	Monthly fuel bill		\$44.62	
				<i>Current Balance \$755.38</i>

DISTRICT FUND BALANCES AS OF 1/31/18:

\$294,508.95	Total balance in District Account		
	\$155,368.56 - Balance in Star Ohio		
	\$139,140.39 - Balance in District Checking Account		
\$172,072.61	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) Restricted Funds		
	\$1,166.53 - 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		
	\$56,240.22 - Current Staff Liabilities (comp & vacation leave) Assigned Funds		
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) Assigned Funds		
\$122,436.34	Total undedicated funds		

PETTY CASH

Beginning Balance	\$16.57
Ending Balance	\$13.62

RECEIPTS

None

BILLS

3 newsletters returned at \$.58 each	\$1.74
1 newsletter returned at \$1.21 each	<u>1.21</u>
	\$2.95

SPECIAL FUND BALANCES AS OF 1/31/18:

Balance in Budgeted Appropriation Account - \$523,821.22
Balance in Special Account – \$280,695.93 (Actual Cash)

2017/2018 STATE MATCH

Amount allocated - \$182,020.00 Outstanding balance (to be received in 2017/2018) - \$71,448.00
Received to date - \$110,572.00

Special Fund Account Balances

L-1 Salaries \$299,014.38	L-11 PERS \$41,942.04
L-2 Supplies \$9,324.67	L-12 Worker’s Comp. \$3,774.00
L-3 Equipment \$14,852.01	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$1,133.14	L-12a Medicare \$4,378.62
L-5 Contract Services \$9,887.74	L-13 Health Insurance \$108,705.24
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$416.76
L-8 Scholarship \$0	L-13 Long Term Disability \$569.34
L-9 Travel Reimbursement \$7,480.00	L-13 Short Term Disability \$213.28
L-10 Advertising \$5,200.00	

Vacation, Sick & Comp Leave Balances (as of 1/19/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	968.88	455.88	0
Nikki Drake	1036.35	450.00	13.25
Jonathan Ferbrache	273.60	172.10	3.38
Christina Holt	754.53	471.13	12.75
Chad Lucht	2,379.66	406.70	9.63
Tommy Springer	754.49	159.10	4.38

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 49.04

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/18:

\$246,954.31 Total Cash Balance
\$1,426.46 - 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**

Cody mentioned that the cash basis report is due in March. There were no other public comments.

See attached NRCS report presented by Dave Libben. He passed around the Cooperative Working Agreement for review, to be signed at the next meeting. Also passed around was a flyer for a Gwynne streambank project work day on February 22. The federal government may be shut down again tomorrow.

Amy's possible vacation payout: 459.28 hrs. at current rate with 2% increase = \$14,674 (will only transfer actual amount needed for payout depending on hours taken between now and final day).

Motion to Transfer in Special Fund from Salaries Account#511010 to Vacation Payout Account#514010 to cover Amy's vacation leave (up to \$14,674).

Motion: Don Second: Tim All in favor

Employment Policy Section 40.70 Time of Evaluation, change time of evaluation to November Board meeting so that pay increases can be made at the beginning of the year as other Fairfield County agencies do.

Motion: Tim Second: Wendy All in favor

Approve 2% cost of living increase to the current pay scale (effective current pay period).

Motion: Tim Second: Don All in favor

Approve moving Tommy Springer from GS6, Step 1, to a GS6, Step 3, on the pay scale (effective current pay period).

Motion: Tim Second: Don All in favor

Chad presented a quote from TCR for 2 new engineering computers and 3 additional computers for \$5,600 to replace our old systems. Lidar and GIS are slowing down. Majority of cost was already in large inventory replacement plan.

Computer/software purchase approved for \$5,600 out of the funds dedicated in the District Fund.

Motion: Tim Second: Matt All in favor

Equipment storage discussion is on hold pending prosecutor review.

Dollars are line item budgeted each year to share in the cost of new county aerial imagery. This year's flight will be done in the spring.

Approve \$1,950 share of costs (yearly) for aerial photos project with Fairfield County Auditor.

Motion: Don Second: Wendy All in favor

Approve to accept Amy Boyer's resignation letter.

Motion: Wendy Second: Tim All in favor

Approve to designate Chris Holt as the Board's representative for Open Public Records Training. A session is being held tomorrow at the Liberty Center.

Motion: Tim Second: Don All in favor

Ideas for the (75th) 2018 Annual Meeting/Banquet were discussed.

Locations: Alley Park (\$50, no date being held), Fairfield County Fairgrounds (only through the week, \$450 quoted by Jim Marcinko for Farm Bureau building only vs. previous Tim Voris \$400 which included the track, grandstand & FB building; Thursday, September 13 is penciled in).

Food: breakfast (on a weekend morning), cater or cookout (if we cook, can't charge other than donation)

Entertainment: Matt & Ty-parody, square dance with Trina the caller

Matt had some ideas on partnering with another group (Farm Bureau, etc.) to boost attendance. Folks could be asked to make remarks about the District. Tim, Matt and Dave will serve on a committee for further planning.

Chris to be interim administrator between Amy leaving and a new administrator being hired.

Motion: Matt Second: Wendy All in favor

Nikki to be additional signer for Chris during such time when needed.

Motion: Tim Second: Wendy All in favor

The Board will hold administrator interviews for (3 or more) existing staff starting at 4 p.m. prior to the next Board meeting (March 8), which will begin at 6 p.m.

Motion: Don Second: Tim All in favor

There will be a planning meeting after the next Board meeting.

Adjourn at 7:14 p.m.

Motion: Tim Second: Don All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes taken & typed by:

Financial Report by:

Nikki Drake, Engineering Technician

Christina Holt, Administrative Assistant