

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

Date: January 11, 2018

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

Tim White and Mark Boving were sworn in by Representative Tim Schaffer prior to the start of the meeting.

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

The Board reorganization took place. Mark opened nominations for Chair. *Tim made a motion to nominate Mark Boving for Chair. Don seconded. A roll call vote was taken: all in favor.* Motion carried. Mark Boving was elected Board Chair for 2018.

Mark opened nominations for Vice-Chair. *Tim made a motion to nominate Wendy as Vice-Chair. Don seconded. A roll call vote was taken: all in favor.* Motion carried. Wendy was elected Board Vice-Chair for 2018.

Mark opened nominations for Treasurer. *Tim made a motion to nominate Don as Treasurer. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Don was elected Board Treasurer-Fiscal Agent for 2018.

Mark opened nominations for Secretary. *Tim made a motion to nominate Matt as Secretary/Backup Treasurer. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Matt was elected Board Secretary/Backup Treasurer for 2018.

Therefore, the 2018 Board positions are as follows:

Chair – Mark Boving
Vice-Chair – Wendy LaRue
Treasurer-Fiscal Agent – Don Rector
Secretary/Backup Treasurer – Matt Reese
Member – Tim White

Approval of minutes of December 14, 2017, Board Meeting & Records Commission Meeting

Motion: Wendy Second: Matt All in favor

Approval of financial report for December 1 - 31, 2017

Motion: Tim Second: Don All in favor

RECEIPTS

200 flags sold	\$ 20.00	Dist. Fund
Copies sold	4.80	“ “
Seals Construction – 2018 affiliate membership	75.00	“ “
RS Crop Consulting – 2018 affiliate membership	75.00	“ “
Max Miller – 2018 affiliate membership	75.00	“ “
FSWCD Special Fund – reimb. fuel bill (Feetcor SuperFleet MC)	172.10	“ “
Young Crop Insurance – 2018 affiliate membership	75.00	“ “
Jim Blauser – tile plan design fee	100.00	“ “
Grube Farms LLC – tile plan design fee	100.00	“ “
Star Ohio – interest (November)	158.65	“ “

Kull Excavating – 2018 affiliate membership		75.00	“	“
Marty Smith – tile plan design fee		100.00	“	“
EPRI – reimb. SWCD time on Hague EPRI grant		518.70	“	“
Pizza Crossing – 2018 affiliate membership		<u>75.00</u>	“	“
Total Receipts District Fund		\$1,624.25		
ODA, Soil & Water Conservation – December state match		\$ 14,290.00	Spec. Fund	
Reincumbered – Speedway SuperAmerica – PO#9496	L-2	184.87	“	“
Reincumbered – BP America – PO#1549	L-2	<u>59.90</u>	“	“
Total Receipts Special Fund		\$14,534.77		

BILLS

Verizon Wireless – Ck#5162 – monthly bill (\$127.47 TSP; \$127.49 Phase 2)		254.96	Dist. Fund	
USPS – Ck#5163 – postage to mail December newsletter		230.89	“	“
Lancaster Eagle-Gazette – Ck#5164 – monthly newspaper subscription (January)		22.30	“	“
Pickerington Area Chamber of Commerce – Ck#5165 – 2018 membership fee		110.00	“	“
Ohio Department of Agriculture – Ck#5167 – application for Dealer in Nursery		125.00	“	“
Stock certificate for 2018 tree sale				
Tommy Springer – Ck#5168 – reimb. supplies for Fairfield County Fair display (measuring spoons & cups for soils activity)		8.00	“	“
SuperFleet Mastercard – Ck#5166 – monthly fuel bill		<u>184.87</u>	“	“
Total Expenses District Fund		\$936.02		
Salaries (12/8 & 12/22)	L-1	23,985.63	Spec. Fund	
Health Insurance	L-13	9,794.76	“	“
Life Insurance	L-13	33.24	“	“
Medicare	L-12a	345.76	“	“
Long-Term Disability (match on employees who elect coverage)	L-13	30.67	“	“
Short-Term Disability (match on employees who elect coverage)	L-13	16.73	“	“
PERS	L-11	<u>3,357.97</u>	“	“
Total Salaries & Benefits		\$37,564.76		
Office Mart – PO#9271 – misc. office supplies	L-2	64.91	Spec. Fund	
Handle With Care IT – PO#9272 – IT help (remote in and update DNS)	L-5	38.00	“	“
USPS – PO#9273 – stamps (500-\$.49;120-\$.34;200-\$.21)	L-2	327.80	“	“
North End Press – PO#9426 – December newsletter & mailing	L-10	1,191.45	“	“
Vinton Co. National Bank – PO#9477 – Visa bill (3 year SSL Certificate for website from GoDaddy)	L-3	179.97	“	“
Vinton Co. National Bank – PO#9478 – Visa bill (misc. office supplies)	L-2	230.23	“	“
Vinton Co. National Bank – PO#9479 – Visa bill (5 staff & board to 12/6 Area 5 Winter meeting in Circleville, OH)	L-9	80.00	“	“
Time Warner Cable – PO#9483 – business class service (12/5/17-1/4/18)	L-5	104.98	“	“
Lancaster Fairfield County Chamber of Commerce – PO#9486 – display space at 1/20/18 annual meeting/trade show	L-10	120.00	“	“
Speedway SuperAmerica – PO#9496 – mthly fuel bill (11/8-12/9/17)	L-2	<u>184.87</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$2,522.21		

NOTE: On December 15, \$64.91 was transferred from L-1 Salaries to OT, Overtime

PURCHASE ORDERS

BP America – Blanket PO#1549	L-2			
12/6 Monthly fuel bill				\$55.65
				<i>Current Balance \$59.90</i>

DISTRICT FUND BALANCES AS OF 12/31/17:

\$285,422.70 Total balance in District Account
 \$155,194.61 - Balance in Star Ohio
 \$130,228.09 - Balance in District Checking Account

\$172,840.73 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**
 \$1,435.02 - 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**
 \$58,346.64 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
 \$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$112,581.97 Total undedicated funds

PETTY CASH

Beginning Balance \$33.21
 Ending Balance \$16.57

RECEIPTS

None

BILLS

18 newsletters returned (6 at \$1.21 & 12 at \$.58) \$14.22
 2 newsletters return at \$1.21 each 2.42
 \$16.64

SPECIAL FUND BALANCES AS OF 12/31/17:

Balance in Budgeted Appropriation Account - \$40,706.93
 Balance in Special Account – \$158,368.71 (Actual Cash)

2017 STATE MATCH

Amount allocated - \$182,020.00 Outstanding balance (to be received in 2017/2018) - \$85,738.00
 Received to date - \$96,282.00

Special Fund Account Balances

L-1 Salaries \$5,123.69	L-10 Advertising \$382.40
L-2 Supplies \$5,748.12	L-11 PERS \$427.57
L-3 Equipment \$6,873.73	L-12 Worker’s Comp. \$1,043.76
L-4 Repair & Maintenance \$219.03	L-12a Unemployment \$10.00
L-5 Contract Services \$1,774.59	L-12a Medicare \$394.60
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$62.88
L-7 Specialized Services \$391.80	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$17.88
L-9 Travel Reimbursement \$5,104.12	L-13 Long Term Disability \$9.49
OT, Overtime \$0	L-13 Short Term Disability \$3.27

Vacation, Sick & Comp Leave Balances (as of 12/22/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	969.93	463.73	6.5
Nikki Drake	1028.40	437.60	14.25
Jonathan Ferbrache	268.40	182.90	11.38
Christina Holt	747.83	470.73	13.50
Chad Lucht	2,370.46	447.30	14.63
Tommy Springer	754.29	165.90	5.38

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 50.72

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/17:

\$246,905.27 Total Cash Balance
\$1,377.42 - 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.

The nominating committee for 2018 was discussed. Tim will Chair the nominating committee and will report back with two members from the public.

Dave gave the NRCS Report. He is catching up on annual CSP payments and doing CAP plans (Conservation Activity Plan), only 1 of which is forestry. Brice has been working on mid-contract management for CRP. There is a new EQIP program, “Working Lands for Wildlife: Northern Bobwhite”. The deadline to sign up for EQIP is January 19. Dave attended a Precision Ag meeting today in London.

The 2018 SWCD Employment Policy was discussed. The Commissioners have approved the holiday schedule for 2018 and changed Christmas Eve from a 4-hour to an 8-hour holiday. It was decided to remove the listing of all the holidays from the policy and leave in the statement that the SWCD will follow the Fairfield County Commissioners Holiday Schedule. A copy of the approved schedule will be placed in the policy for 2018. Also in Section 110.50 some of the rates were changed to reflect current numbers (mileage & life insurance).

Approval the 2018 SWCD Employment Policy

Motion: Matt Second: Don All in favor

The equipment inventory list was reviewed and needs approval.

Approval of District Equipment Inventory List

Motion: Tim Second: Matt All in favor

Mark signed

Chase Bank has chosen to secure all public deposits in the State of Ohio using the pooled collateral method under ORC 135.182 and has applied to participate in the Ohio Pooled Collateral Program (OPCP), which is overseen by the Treasurer of the State of Ohio. As part of this change, and to comply with the OPCP rules, we need to enter into a new collateral agreement. One of the signers on the account needs to sign the agreement.

Approval to sign the Pledge and Security Agreement (Ohio Public Funds)

Motion: Don Second: Wendy All in favor

Don signed as Treasurer

Amy discussed employee reviews that need to take place at the February board meeting. It was decided to start the reviews at 4 p.m. prior to the board meeting. Mark will meet with Amy at 3:30 p.m.

Amy sent out a calendar of all staff and board meetings for 2018. October's board meeting falls during fair week. It was decided to move it to October 4.

Approval to move October board meeting to October 4.

Motion: Wendy Second: Tim All in favor

Amy passed around a tentative agenda for the OFSWCD Annual Partnership Conference being held in Columbus on February 26-27. Please let Chris know if you plan to attend so that she can register all those attending at one time. Tim will plan to attend both days and will attend the delegate session.

Amy discussed having our annual planning meeting in the next couple months. After some discussion, it was decided to try to have it following our March board meeting.

Amy discussed this year's annual meeting/banquet. This being our 75th anniversary, do we want to do something different? We would normally book Alley Park; however, it may not be big enough, depending on what we decide to do.

Amy passed around a flyer on a grazing school that we are hosting with Pickaway SWCD. It will be held on March 13-14 & 17 in Pickaway County.

Jonathan discussed the Timber Harvest NOI Plan submitted for Steve Miller, which is a protected farm in the Farmland Preservation Program. The plan calls for salvage/harvest of ash trees and oaks on fence rows. The project is already underway due to the frozen conditions.

Approval of Timber Harvest NOI Plan for Steve Miller

Motion: Don Second: Matt All in favor

Motion to adjourn at 5:47 p.m.

Motion: Wendy Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant