

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

Date: April 12, 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: Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht, Tommy Springer

NRCS: Dave Libben

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

Into executive session to discuss personnel at 5 p.m.

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

Out of executive session at 5:09 p.m.

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

Approve increasing Nikki Drake from a GS 8, Step 6, to a GS 10, Step 5, on the 2018 pay scale
(effective current pay period).

Motion: Don Second: Matt All in favor

Approval of minutes of March 8, 2018, Board meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for March 1-31, 2018

Motion: Don Second: Wendy All in favor

RECEIPTS

220 tree packets sold	\$ 3,339.50	Dist. Fund
3 plat books	60.00	“ “
100 flags sold	10.00	“ “
Greg Waidelich – tile plan design fee	100.00	“ “
Kilby Construction – 2018 affiliate membership	75.00	“ “
Ruff Farms – 2018 affiliate membership	75.00	“ “
Phipps – returned check fee	12.00	“ “
Jim Davis – fee to rent no-till seeder	50.00	“ “
Star Ohio – interest (February)	<u>176.92</u>	“ “
Total Receipts District Fund	\$3,898.42	
ODA, Soil & Water Conservation – March state match	\$ 14,290.00	Spec. Fund
Total Receipts Special Fund	\$14,290.00	

BILLS

Chase Bank – auto – returned check for Phipps (rec#356027 - \$120) & fee (\$12)	\$ 132.00	Dist. Fund
Verizon Wireless – Ck#5179 – monthly bill (\$139.96 P2; \$126.70 TSP)	266.66	“ “
Lancaster Eagle-Gazette – Ck#5180 – mthly newspaper (April)	23.30	“ “
Vinton Co. National Bank – Ck#5181 – Visa (IPad & case for JF – Phase 2 funds)	358.50	“ “
Blackburn Mfg. Co. – Ck#5182 – 10,000 flags to resale	<u>688.31</u>	“ “
Total Expenses District Fund	\$1,468.77	
Salaries (3/2, 3/16 & 3/30)	L-1 31,852.82	Spec.Fund
Vacation Payout for Amy Boyer	14,346.51	“ “
Health Insurance	L-13 6,529.84	“ “
Life Insurance	L-13 36.01	“ “
Medicare	L-12a 651.15	“ “

Long-Term Disability (match on employees who elect coverage)	L-13	45.99	“	“
Short-Term Disability (match on employees who elect coverage)	L-13	25.08	“	“
PERS	L-11	<u>4,459.41</u>	“	“
Total Salaries & Benefits \$57,946.81				
Chad Lucht – PO#3228 – reimb. Parking expenses to attend 2/23 Pesticide Certification & 2/26-2/27 Annual Partnership Conference	L-9	30.00	Spec. Fund	
Jonathan Ferbrache – PO#3230 – reimb. parking expense for 2/26 Annual Partnership Conference	L-9	10.00	“	“
MNCO – PO#3370 – legal notice for cash basis financial report	L-10	50.35	“	“
Vinton Co. National Bank – PO#3371 – Visa bill (CL & JF to 3/13-3/14 Ohio Stormwater Mgmt & Drainage Conf.; 4 staff & 1 board to OFSWCD Annual Partnership Mtg. on 2/26-2/27; T. Springer to 2018 Ohio Woodland Water & Wildlife Conf. on 3/7)	L-9	1,048.00	“	“
Vinton Co. National Bank – PO#3372 – Visa bill (CD reader & Velcro straps)	L-2	28.89	“	“
Time Warner Cable – PO#3375 – business class service (3/5-4/4)	L-5	104.98	“	“
Lancaster Fairfield Co. Chamber of Commerce – PO#3430 – ND to State of the City Address	L-9	15.00	“	“
MT Business Tech – PO#3701 – base copier maintenance agreement (3/3-6/2/18) & color copy charges (12/3/17-3/2/18)	L-4	<u>135.18</u>	“	“
Total Expenses Special Fund (Purchase Orders) \$1,422.40				

PURCHASE ORDERS

BP America – Blanket PO#1975	L-2			
3/6 Monthly fuel bill			\$71.95	
				<i>Current Balance \$549.26</i>
Speedway SuperAmerica – Blanket PO#1990	L-2			
3/16 Monthly fuel bill			\$108.36	
				<i>Current Balance \$544.79</i>

DISTRICT FUND BALANCES AS OF 3/31/18

\$299,658.04	Total balance in District Account	
	\$155,733.79 - Balance in Star Ohio	
	\$143,924.25 - Balance in District Checking Account	
\$160,351.36	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	
	\$540.55 - 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	
	\$45,144.95 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$139,306.68	Total undedicated funds	

PETTY CASH

Beginning Balance	\$25.26
Ending Balance	\$25.26

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 3/31/18:

Balance in Budgeted Appropriation Account - \$422,910.92

Balance in Special Account – \$208,365.63 (Actual Cash)

2017/2018 STATE MATCH

Amount allocated - \$182,020.00

Outstanding balance (to be received in 2017/2018) - \$42,868.00

Received to date - \$139,152.00

Special Fund Account Balances

L-1 Salaries \$228,829.44	L-11 PERS \$34,124.67
L-2 Supplies \$9,007.93	L-12 Worker’s Comp. \$3,774.00
L-3 Equipment \$12,490.88	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$997.96	L-12a Medicare \$3,406.09
L-5 Contract Services \$9,677.78	L-13 Health Insurance \$92,380.64
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$347.51
L-8 Scholarship \$0	L-13 Long Term Disability \$492.69
L-9 Travel Reimbursement \$6,377.00	L-13 Short Term Disability \$171.48
L-10 Advertising \$3,902.85	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 3/30/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1059.35	479.75	21.75
Jonathan Ferbrache	284.60	183.10	2.13
Christina Holt	775.28	478.38	13.5
Chad Lucht	2,395.66	407.7	17.75
Tommy Springer	761.49	182.10	10.88

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (February) \$ 47.37

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/18:

\$247,057.50 Total Cash Balance
 \$1,529.65 - 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.

Matt confirmed that we are on the schedule for the Farm Bureau building (no cost to us) at the fairgrounds on September 13th for our 75th Annual Meeting/Banquet.

Tim gave an update on the nominating committee. He has enlisted the help of John Albert and Joe Young to seek nominees for this year's election. Don stated that he has decided not to rerun; however, Matt has decided to seek another term. Nikki mentioned that there is an option to only have enough candidates for the number of open positions; however, there is a checklist that must be verified before that can happen. It is encouraged to have one more nominee than there are spots.

Dave gave the NRCS report. Brice is helping in Pickaway County as Eliezer Ortiz-Barbosa is in Puerto Rico until May, maybe later. Melissa Horton, NRCS Soil Conservationist, is retiring on 4/13/18.

The NRCS Civil Rights/Policy was signed.

Tommy stated that we have received two applications for the college scholarship. Matt and Mark are interested in being a part of the interviews if it works with their schedules. Tommy will email date and time when it is set.

Chris explained that we replaced five computers this week with new ones, so we are needing to approve inventory retirement forms for the five that were replaced. One is completely dead and the others are becoming obsolete.

Motion to approve the Inventory Retirement Forms for the following items:

Tag#15860 – TCR Intel I5 Computer

Tag#15867 – Lenovo ThinkCentre M58 Desktop Computer

Tag#15868 – Lenovo ThinkCentre M58 Desktop Computer

Tag#15885 – Lenovo ThinkCentre Desktop Computer

Tag#15886 – Lenovo ThinkCentre Desktop Computer

Motion: Tim Second: Wendy All in favor

The Annual Plan of Work was discussed. Nikki mentioned that we may hold an equine workshop later in the year with a neighboring county. The Plan of Work was passed around for signatures.

The interviews for Engineering Technician were discussed. After both Nikki and Cody Hacker, ODA Program Specialist, reviewed the resumes submitted, it was decided to interview 6 of the 10 applicants. Matt is interested in being here for the interview process and Don mentioned he would like to review the applications received. Nikki will scan and email them.

Nikki reviewed the Conflict of Interest Policy for board members. We currently have something similar in our employment policy for SWCD employees.

Motion to approve the Conflict of Interest Policy. Copies were passed around for all board to sign.

Motion: Wendy Second: Matt All in favor

The CORSA Insurance was discussed. We received an invoice in the amount of \$5,769 (\$5,849 in 2017). They are also requesting that we sign a three-year agreement (apparently was supposed to be done when we initially joined). She is waiting on a response from Chris Clark with Clark Insurance. We will also be receiving a dividend check in the amount of \$30 this summer.

Motion to approve payment of CORSA insurance bill in the amount of \$5,769.

Motion: Matt Second: Don All in favor

Nikki had previously emailed out changes she made to the job descriptions for Engineering Technician and District Manager.

Motion to approve changes to Engineering Technician and District Manager job descriptions.

Motion: Don Second: Tim All in favor

The District offers employees a buyout for health insurance coverage if they already have coverage elsewhere. In the past it was \$3,000 for family/\$1,200 for single/year. Insurance hasn't really increased much since the last time an employee elected to take the buyout. With hiring a new employee, the District needs to set the amounts in case they choose this option. We will require proof of coverage before allowing the waiver.

Motion to approve Health Insurance Waiver amounts of \$3,000/family and \$1,200/single per year.

Motion: Tim Second: Matt All in favor

Nikki discussed the Luke Bryan Farm Tour. We were contacted about potential farms that would be willing to be used as a site for his farm tour. They need 80-90 acres and it must be within 25 miles of Ohio Stadium.

Dave mentioned that we will be holding a local work group meeting soon. He will email the information when a date has been chosen.

Adjourn at 5:40 p.m.

Motion: Don Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant