

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

Date: May 10, 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, Tommy Springer

NRCS: Brice Shaw

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

Approval of minutes of April 12, 2018, Board meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for April 1-30, 2018

Motion: Don Second: Tim All in favor

Wendy joined the meeting.

RECEIPTS

4 tree packets sold	\$ 50.00	Dist. Fund
700 flags sold	70.00	“ “
3 plat books (1 with \$4 postage to mail)	64.00	“ “
Copies	20.00	“ “
Jim Davis – rental of no-till seeder (5.6 acres)	67.20	“ “
Star Ohio – interest (March)	213.09	“ “
Sylvania Automotive Lighting – Phase 3 payment for settlement	2.47	“ “
John Stitzlein – fee to rent no-till seeder	50.00	“ “
John Stitzlein – rental of no-till seeder (3.8 acres)	45.60	“ “
Violet Township Trustees – DESC funds (Jan.-March 2018)	<u>4,500.00</u>	“ “
Total Receipts District Fund	\$5,082.36	
ODA, Soil & Water Conservation – April state match	\$ 14,290.00	Spec. Fund
Violet Township – MS4 Storm Water Mgmt. Program Services	7,000.00	“ “
Fairfield County Commissioners – 2 nd half allocation of funds	<u>148,750.00</u>	“ “
Total Receipts Special Fund	\$170,040.00	

BILLS

Verizon Wireless – Ck#5183 – monthly bill (\$149.83 P2; \$126.70 TSP)	\$ 276.53	Dist. Fund
Perry SWCD – Ck#5184 – share of costs for 2018 Dist. Science Fair	56.25	“ “
TCR Services, Inc. – Ck#5185 – 5 new staff computers	5,600.00	“ “
Lancaster Eagle-Gazette – Ck#5186 – mthly newspaper (May)	22.30	“ “
Licking SWCD – Ck#5187 – trees for 2018 sale	5,702.76	“ “
Vinton Co. National Bank – Ck#5188 – Visa bill (supplies to wrap 5 th grade trees)	12.54	“ “
Fairfield Dept. of Health – Ck#5189 – sampling of tile outlets in Violet Township	<u>70.00</u>	“ “
Total Expenses District Fund	\$11,740.38	
Salaries (4/13 & 4/27)	L-1 19,872.83	Spec.Fund
Health Insurance	L-13 8,162.30	“ “
Life Insurance	L-13 27.70	“ “
Medicare	L-12a 265.91	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 -34.68	“ “
Short-Term Disability (match on employees who elect coverage)	L-13 -75.25	“ “
Workers Comp	L-12 20.18	“ “
PERS	L-11 <u>2,782.20</u>	“ “

Total Salaries & Benefits \$31,021.19

Handle With Care IT – PO#4158 – Level 1 IT Support – setup of 5 computers	L-5	750.00	Spec. Fund
Time Warner Cable – PO#4159 – business class service (4/5-5/4/18)	L-5	104.98	“ “
CORSA – PO#4160 – equipment/liability insurance (1 year)	L-5	5,769.00	“ “
Chad Lucht – PO#4360 – registration to 3/15 Pickerington Chamber “State of the Community” & 3 staff to 4/19 Pickerington Chamber “Candidate Debate”	L-9	<u>60.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$6,683.98

PURCHASE ORDERS

BP America – Blanket PO#1975	L-2		
4/10 Monthly fuel bill		\$186.19	
			<i>Current Balance \$363.07</i>
Speedway SuperAmerica – Blanket PO#1990	L-2		
4/11 Monthly fuel bill		\$178.21	
			<i>Current Balance \$366.58</i>

DISTRICT FUND BALANCES AS OF 4/30/18

\$293,000.02	Total balance in District Account	
	\$155,946.88 - Balance in Star Ohio	
	\$137,053.14 - Balance in District Checking Account	
\$163,038.06	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	
	\$320.72 - 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	
	\$48,051.48 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$129,961.96	Total undedicated funds	

PETTY CASH

Beginning Balance \$25.26
Ending Balance \$25.26

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/18:

Balance in Budgeted Appropriation Account - \$385,205.75
Balance in Special Account – \$340,700.46 (Actual Cash)

2017/2018 STATE MATCH

Amount allocated - \$182,020.00 Outstanding balance (to be received in 2017/2018) - \$28,578.00
Received to date - \$153,442.00

Special Fund Account Balances

L-1 Salaries \$208,956.61	L-11 PERS \$31,342.47
L-2 Supplies \$9,007.93	L-12 Worker's Comp. \$3,753.82
L-3 Equipment \$12,490.88	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$997.96	L-12a Medicare \$3,140.18
L-5 Contract Services \$3,053.80	L-13 Health Insurance \$84,218.34
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$319.81
L-8 Scholarship \$0	L-13 Long Term Disability \$527.37
L-9 Travel Reimbursement \$6,317.00	L-13 Short Term Disability \$246.73
L-10 Advertising \$3,902.85	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 4/27/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1064.8	479.4	20.25
Jonathan Ferbrache	293.8	192.3	3.63
Christina Holt	784.48	478.03	17.25
Chad Lucht	2,403.11	423.1	17.75
Tommy Springer	770.69	191.30	1.88

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 50.77

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/18:

\$247,108.27 Total Cash Balance
 \$1,580.42 - 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.

Tim reported that the nominating committee has been in discussion. He asked that we prioritize the candidate list, so he can begin contacts.

Brice gave the NRCS report attached.

Tommy presented the MOU with Vinton SWCD on the Wayne National Forest mapping project. It is the same as the last three years. There is one year remaining to map invasives along the bypass. More land has been acquired and added to the list, but species have been reduced to Callary Pear, which takes less time than previous years as the route can be driven versus walked.

Approval of MOU with Vinton SWCD on Wayne National Forest Mapping

Motion: Matt Second: Don All in favor

Mark signed the agreement.

Tommy presented the Wildlife Specialist Agreement. There were a few changes. If the position is vacated, the district will not automatically get it back. It could go to another county by ranking. Hiring requires a minimum of a 2-year degree in natural resources. Annual reports are now going to a specific person. A statement of responsibility with Division of Wildlife funding (pay up to 25% salary with benefits, but will pro-rate if hours not achieved). If other staff has wildlife hours, those can be counted toward the 25%. Tommy discussed his time spent and SWIMS reporting.

Approval of Wildlife Specialist Agreement

Motion: Tim Second: Matt All in favor

Mark signed the agreement.

Nikki presented the quote Chad obtained to replace his GPS mapping equipment for \$6,010. Mark asked that we consider purchasing a used unit as he has had good luck with his.

Nikki presented a retirement form for an old computer that is no longer needed due to last month's new computers being received. We used to sell them, but found that it was not worth it. To properly dispose of them, we destroy the hard drive and recycle the remaining at the collection event.

Motion to approve the Inventory Retirement Form for HP Compaq DC7700 CMT BU Desktop Computer - Tag#15838

Motion: Tim Second: Wendy All in favor

Nikki presented the 3-year agreement which gives CORSA a commitment security to their re-insurers. It is not iron clad and we can get out of it, if needed in the future.

Approval of CORSA 3-year Agreement

Motion: Wendy Second: Matt All in favor

Mark signed the agreement.

Aaron Friend was offered the Engineering Technician position at pay rate GS6, Step 1 (\$16.65 per hour). A majority vote to make the offer at that pay was done via e-mail. Aaron starts on May 14 and comes to us from Licking SWCD.

Approval to hire Aaron Friend for the Engineering Technician position at a GS 6, Step 1, on the 2018 Pay Scale

Motion: Matt Second: Tim All in favor

Nikki invited all to the Local Workgroup Meeting scheduled for May 16. She announced that Fairfield SWCD was chosen as the Pickerington Chamber of Commerce's member of the week. Tommy said that two scholarship applicants were interviewed. One is majoring in business, so we decided after confirming with Program Specialist Cody Hacker that he did not qualify.

Adjourn at 5:41 p.m.

Motion: Tim Second: Wendy All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes by:

Financial Report by:

Nikki Drake, Eng. Tech./District Manager

Christina Holt, Administrative Assistant