

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

Date: July 16, 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, Chad Lucht, Tommy Springer

NRCS: Brice Shaw

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

Approval of minutes of June 14, 2018, Board meeting

Motion: Matt Second: Tim All in favor

Approval of financial report for June 1-30, 2018

Motion: Tim Second: Wendy All in favor

RECEIPTS

Chris Ours – fee to rent no-till seeder	\$ 50.00	Dist. Fund
Price Brothers – sediment & erosion control inspection fees (Views at Pine Hills, Section 1)	5,035.00	“ “
James Johnson – sediment & erosion control inspection fees (Violet Meadows, Section 5, Phase 1)	5,000.00	“ “
M/I Homes – sediment & erosion control inspection fees (Heron Crossing, Sec. 3)	7,500.00	“ “
Tom Obert – fee for no-till drill rental	50.00	“ “
Star Ohio – interest (May)	247.93	“ “
Zangmeister Farms – no-till seeder rental (7.2 acres)	86.40	“ “
Darrell Myers – tile plan fee (as-built only)	50.00	“ “
Roger Parsons – fee to rent no-till drill	50.00	“ “
Fairfield County Airport – pesticide work	1,684.36	“ “
Chris Ours – rental of no-till seeder (3.3 acres)	<u>39.60</u>	“ “
Total Receipts District Fund	\$19,793.29	
ODNR, wildlife specialist grant funds	\$ 14,400.00	Spec. Fund
ODA – Soil & Water Conservation – June state match payment	<u>14,288.00</u>	“ “
Total Receipts Special Fund	\$28,688.00	

BILLS

Verizon Wireless – Ck#5195 – monthly bill (\$149.82 Phase 2;\$126.67 TSP)	276.47	Dist. Fund
Lancaster Eagle-Gazette – Ck#5196 – mthly newspaper (July)	22.30	“ “
Precision Laser & Instrument – Ck#5197 – Trimble GPS mapping unit	<u>5,980.46</u>	“ “
Total Expenses District Fund	\$6,279.23	
Salaries (6/8 & 6/22)	L-1 22,878.41	Spec.Fund
Health Insurance	L-13 8,847.30	“ “
Life Insurance	L-13 33.24	“ “
Medicare	L-12a 307.74	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 18.78	“ “
Workers Comp	L-12 2,420.57	“ “
PERS	L-11 <u>3,202.98</u>	“ “
Total Salaries & Benefits	\$37,709.02	
BW Tire Pickerington – PO#5335 – 2015 GMC Sierra oil change	L-3 56.95	Spec. Fund
BW Tire Pickerington – PO#5377 – 2 new tires for trailer	L-3 198.60	“ “
Speedway SuperAmerica – added to blanket PO#1990	L-2 800.00	“ “
Time Warner Cable – PO#5500 – business class service (6/5-7/4/18)	L-5 104.98	“ “

DLT Solutions – PO#5700 – AutoCAD subscription renewal (1 year)	L-3	2,044.70	“	“
MT Business Technologies – PO#5796 – copier maintenance base (6/3-9/2) & excess copy charges (3/3-6/2/18)	L-4	208.23	“	“
Handle with Care – PO#5798 – Level 2 remote troubleshooting with email & FTP site	L-5	<u>228.00</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$3,641.46		

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1990 6/11 Monthly fuel bill	L-2	\$381.16		
				<i>Current Balance \$552.49</i>

DISTRICT FUND BALANCES AS OF 6/30/18

\$307,205.57	Total balance in District Account			
	\$156,424.54 - Balance in Star Ohio			
	\$150,781.03 - Balance in District Checking Account			
\$178,932.47	Amount to be used only for the following programs/grants/etc.:			
	\$51,170.19 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned) Restricted Funds			
	\$21.10 - 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			
	\$46,710.51 - Current Staff Liabilities (comp & vacation leave) Assigned Funds			
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds			
\$128,273.10	Total undedicated funds			

PETTY CASH

Beginning Balance \$25.26
Ending Balance \$25.26

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 6/30/18:

Balance in Budgeted Appropriation Account - \$309,866.61
Balance in Special Account – \$320,175.90 (Actual Cash)

2017/2018 STATE MATCH

Amount allocated - \$182,020.00 Outstanding balance (to be received in 2017/2018) - \$0
Received to date - \$82,020.00

Special Fund Account Balances

L-1 Salaries \$165,863.78	L-11 PERS \$25,309.47
L-2 Supplies \$7,877.97	L-12 Worker's Comp. \$1,333.25
L-3 Equipment \$8,990.64	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$789.73	L-12a Medicare \$2,561.56
L-5 Contract Services \$2,615.84	L-13 Health Insurance \$67,208.74
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$258.87
L-8 Scholarship \$0	L-13 Long Term Disability \$489.81
L-9 Travel Reimbursement \$5,487.37	L-13 Short Term Disability \$246.73
L-10 Advertising \$3,902.85	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 6/22/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1083.2	477.95	20.38
Jonathan Ferbrache	297.2	189.7	1.63
Aaron Friend	116.35	13.8	3.38
Christina Holt	789.88	436.83	11.5
Chad Lucht	2418.26	429.9	15.75
Tommy Springer	789.09	152.7	16.50

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May) \$ 52.48

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/18:

\$247,213.22 Total Cash Balance
 \$1,685.37 - 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**

The regularly scheduled meeting to be held on July 12, 2018, had to be rescheduled due to the lack of a quorum. There were no public comments.

Tim reported that Linda Claypool and Paul Kemmer will be running for the board along with Matt Reese. Nikki and Chris are in the process of getting bios and pictures for the newsletter before July 27. Matt is to review his and get it to Chris. Matt plans to get together with Farm Bureau after the Ohio State Fair unless we need to meet sooner. Interviews with Kevin Elder, Amy Boyer, and Dave Brandt were completed for the 75th year anniversary video. Matt would like to have it finished by the Ohio State Fair. Nikki provided him and Tim with pictures and history to be included as needed.

Brice gave the NRCS report attached. Tommy joined the meeting at 5:02 p.m.

Nikki reported that the staff considered purchasing items (mugs with our logo, etc.) for banquet giveaways, which began to get costly. As an alternative, we would like to give out coupons for the tree sale to those in attendance which will bring us new customers and boost sales. Milkweed and flower packets were also discussed.

Approval of \$5 tree sale coupon for all attendees at the Annual Meeting/Banquet

Motion: Tim Second: Matt All in favor

Mark signed a letter of support for Tommy to forward to Franklin SWCD for the Be the Change for Clean Water initiative. The letter is the same from 6/10/17, but a newly dated one is needed for the grant application. Their last attempt was unsuccessful.

Into Executive Session to discuss personnel at 5:11 p.m.

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

Out of Executive Session at 5:32 p.m.

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

Approve pay increases for the following staff at the following rates effective with pay period starting July 21, 2018:

Nikki Drake	GS 10, Step 5 to GS 10, Step 8
Jonathan Ferbrache	GS 9, Step 5 to GS 9, Step 8
Christina Holt	GS 8, Step 8 to GS 8, Step 10
Chad Lucht	GS 9, Step 10 to GS 10, Step 8

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

Adjourn at 5:33 p.m.

Motion: Wendy Second: Tim All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes by:

Financial Report by:

Nikki Drake, Eng. Tech./District Manager

Christina Holt, Administrative Assistant