

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

Date: June 14, 2018

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

Board of Supervisors in Attendance: Mark Boving, Wendy LaRue, Don Rector
Matt Reese & Tim White were unable to attend

District Staff: Nikki Drake, Jonathan Ferbrache, Aaron Friend, Chris Holt, Chad Lucht, Tommy Springer

NRCS: Dave Libben, Brice Shaw

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

Approval of minutes of May 10, 2018, Board meeting

Motion: Wendy Second: Don All in favor

Approval of financial report for May 1-31, 2018

Motion: Don Second: Wendy All in favor

RECEIPTS

800 flags sold	\$ 80.00	Dist. Fund
1 plat book	20.00	“ “
Richard Boucher – fee to rent no-till drill	50.00	“ “
Fairfield Co. Bird Dog Club – fee to rent no-till drill	50.00	“ “
Ron Taylor – fee to rent (\$50) and use (\$79.20) no-till seeder (6.6 acres)	129.20	“ “
Star Ohio – interest (April)	229.73	“ “
Chris Hanes – fee to rent no-till drill	50.00	“ “
Chris Hanes – no-till drill rental (16.1 acres)	193.20	“ “
Richard Boucher – no-till drill rental (1.3 acres)	15.60	“ “
Greg Williamson – fee to rent no-till drill	50.00	“ “
Ruff Farms – fee to rent no-till drill	50.00	“ “
Fairfield Co. Bird Dog Club – no-till drill rental (34.8 acres)	<u>417.60</u>	“ “
Total Receipts District Fund	\$1,335.33	
ODA, Soil & Water Conservation – state match payment	\$ 14,290.00	Spec. Fund
ODA – AEPP inspections	1,800.00	“ “
Liberty Township – MS4 Storm Water Mgmt. Program Services	2,000.00	“ “
City of Pickerington – MS4 Storm Water Mgmt. Program Services	6,500.00	“ “
Village of Lithopolis – MS4 Storm Water Mgmt. Program Services	1,500.00	“ “
Bureau of Workers Comp. – refund	<u>36.58</u>	“ “
Total Receipts Special Fund	\$26,126.58	

BILLS

Helena – Ck#5190 – chemicals for Violet Twp. & Airport work	\$ 248.55	Dist. Fund
Verizon Wireless – Ck#5191 – monthly bill (\$149.80 Phase 2; \$126.67 TSP)	276.47	“ “
Fairfield Co. Treasurer – Ck#5192 – background check on Aaron Friend	50.00	“ “
Vinton Co. National Bank – Ck#5193 – Visa bill (supplies to wrap 5 th grade trees)	46.83	“ “
Lancaster Eagle-Gazette – Ck#5194 – mthly newspaper (June)	<u>21.99</u>	“ “
Total Expenses District Fund	\$643.84	
Salaries (5/11 & 5/25)	L-1 20,214.42	Spec.Fund
Health Insurance	L-13 8,162.30	“ “
Life Insurance	L-13 27.70	“ “
Medicare	L-12a 270.88	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 18.78	“ “
PERS	L-11 <u>2,830.02</u>	“ “

Total Salaries & Benefits \$31,524.10

Nikki Drake – PO#4789 – mileage to 4/28 Collection Event in Violet Twp.	L-9	30.63	Spec. Fund
Lancaster Fairfield Co. Chamber of Commerce – PO#4781 – J. Ferbrache, N. Drake & C. Lucht registration to attend 4/24 State of the County	L-9	45.00	“ “
Vinton Co. National Bank – PO#4799 – Visa bill (hard drive for computer server)	L-3	199.99	“ “
Vinton Co. National Bank – PO#4800 – Visa bill (printer ink, computer backup batteries, computer cables)	L-2	329.96	“ “
Time Warner Cable – PO#4807 – business class service (5/5-6/4/18)	L-5	104.98	“ “
ODA – PO#4936 – registration for ADP training course	L-9	400.00	“ “
ODA – PO#4937 – registration for A. Friend to attend TDP course/classes	L-9	350.00	“ “
Fairfield County Auditor – PO#4941 – ARC-GIS on-line license for 2 years	L-3	1,000.00	“ “
Chad Lucht – PO#5042 – reimb. Parking expense to meet with OEPA in Columbus on 5/22/18	L-9	<u>4.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$2,464.56

PURCHASE ORDERS

BP America – Blanket PO#1975	L-2		
5/8 Monthly fuel bill			\$114.47
			<i>Current Balance \$248.60</i>
Speedway SuperAmerica – Blanket PO#1990	L-2		
5/14 Monthly fuel bill			\$232.93
			<i>Current Balance \$133.65</i>

DISTRICT FUND BALANCES AS OF 5/31/18

\$293,691.51	Total balance in District Account	
	\$156,176.61 - Balance in Star Ohio	
	\$137,514.90 - Balance in District Checking Account	
\$179,864.97	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	
	\$170.92 - 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	
	\$47,493.19 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$113,826.54	Total undedicated funds	

PETTY CASH

Beginning Balance \$25.26
Ending Balance \$25.26

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 5/31/18:

Balance in Budgeted Appropriation Account - \$351,217.09

Balance in Special Account – \$332,838.38 (Actual Cash)

2017/2018 STATE MATCH

Amount allocated - \$182,020.00

Outstanding balance (to be received in 2017/2018) - \$14,288.00

Received to date - \$167,732.00

Special Fund Account Balances

L-1 Salaries \$188,742.19	L-11 PERS \$28,512.45
L-2 Supplies \$8,677.97	L-12 Worker’s Comp. \$3,753.82
L-3 Equipment \$11,290.89	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$997.96	L-12a Medicare \$2,869.30
L-5 Contract Services \$2,948.82	L-13 Health Insurance \$76,056.04
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$292.11
L-8 Scholarship \$0	L-13 Long Term Disability \$508.59
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 5/25/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1074.0	476.3	23.63
Jonathan Ferbrache	301.0	190.5	1.63
Aaron Friend	107.15	4.6	.75
Christina Holt	780.68	474.68	15
Chad Lucht	2409.06	414.50	6
Tommy Springer	779.89	183.50	7.88

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (April) \$ 52.47

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/18:

\$247,160.74 Total Cash Balance
 \$1,632.89 - 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.

Nikki reported that Tim has contacted Linda Claypool and Debbie Benadum, and both are considering running for the SWCD Board of Supervisors. He is waiting to hear back from them.

Matt Reese is working with Joel Penhorwood to produce our 75th anniversary video. They are doing the scheduling/editing of it. We can use it on our website and for promotional purposes.

Approval of \$500 to compile a video for 75th SWCD Annual Meeting/Banquet

Motion: Don Second: Wendy All in favor

Dave gave the NRCS report. Brice is working on annual HEL/wetland compliance checks in Athens, Delaware & Ross Counties. An NRCS Soil Health Class will be held June 19-21.

Approve purchase of Trimble GPS Mapping Equipment at the cost of \$6,010. Previously approved by Don, Wendy, Mark, Tim by email.

Motion: Wendy Second: Don All in favor

Chris reviewed the 2019 budget.

Motion to approve the 2019 Budget, Level 2

Motion: Don Second: Wendy All in favor

Approve AutoCAD Subscription Renewal with DLT Solutions at \$2,044.70

Motion: Wendy Second: Don All in favor

Nikki received an amendment to the Wildlife Specialist Agreement that the board just recently approved. The amendment changes the dates from 2018 to the next fiscal year of 2019. The grant amount for 2019 remains the same at \$14,400.

Approve Amendment to Wildlife Specialist Grant with ODNR, Division of Wildlife

Motion: Wendy Second: Don All in favor

Mark signed the amendment.

Jonathan explained that following the May board meeting, he received an urgent email from Brandon Roberts, Administrator of the Village of Lithopolis. The Village was found by the Ohio EPA to be more than 365 days past the compliance requirement to become an MS4 community. The SWCD worked with the Village last fall to map their water valves. They were also provided with cost estimates in 2016 for the SWCD to assist them with MS4 (for budgeting purposes). The Village was given a date of June 21 of this year to comply by. The agreement was compiled with help from the County Prosecutor. A paragraph was added to say the District is advisory only and not liable for the Village's failure to comply with regulations.

Approval of MOU with Village of Lithopolis for MS4 Services

Motion: Wendy Second: Don All in favor

Mark signed the agreement.

Nikki asked for those interested in attending Summer Supervisors School to let Chris know so she can do registrations.

Adjourn at 5:32 p.m.

Motion: Wendy Second: Don All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant