

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

**Date:** August 9, 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, Aaron Friend, Chris Holt, Chad Lucht, Tommy Springer

**NRCS:** Brice Shaw

**Other:** Cody Hacker, ODA Area 5 Program Specialist

Meeting called to order at 4:58 p.m. by Chair Mark Boving.

**Approval of minutes of July 16, 2018, Special Board meeting**

Motion: Wendy Second: Matt All in favor

**Approval of financial report for July 1-31, 2018**

Motion: Tim Second: Wendy All in favor

RECEIPTS

3 plat books sold	\$ 60.00	Dist. Fund
George Kucsma – fee to rent no-till drill	50.00	“ “
Roger Parsons – no-till drill rental (9.4 acres)	112.80	“ “
OFSWCD – TSP funds for CRP work	6,030.00	“ “
Rob Alt – as-built tile plan design	50.00	“ “
Dan Alt – fee to rent no-till seeder	50.00	“ “
Star Ohio – interest (June)	<u>254.55</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$6,607.35</b>	

BILLS

Verizon Wireless – Ck#5198 – monthly bill (\$21.10 Phase 2; \$126.67 TSP; \$128.70 Urban DCF funds)	276.47	Dist. Fund
Lancaster Eagle-Gazette – Ck#5199 – monthly newspaper (August)	22.30	“ “
Vinton Co. National Bank – Ck#5200 – Visa bill (replacement parts for sprayer)	29.98	“ “
Precision Laser & Instrument – Ck#5201 – Zephyr antenna cable (DCF funds)	<u>118.25</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$447.00</b>	
Salaries (7/6 & 7/20)	L-1 22,878.40	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	“ “
PERS	L-11 <u>3,202.98</u>	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$35,288.44</b>	
HFM Publications – PO#5953 – 2 calendar spots in Lancaster & Pickerington calendars	L-10 300.00	Spec. Fund
BW Tire Pickerington – PO#5954 – 2017 Dodge RAM alignment & 2013 GMC tire repair & heat shield	L-3 91.90	“ “
Office Mart – PO#6058 – misc. office supplies	L-2 59.59	“ “
Time Warner Cable – PO#6114 – business class service (7/5-8/4/18)	L-5 <u>104.98</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$556.47</b>	

**PURCHASE ORDERS**

Speedway SuperAmerica – Blanket PO#1990	L-2	
7/13                      Monthly fuel bill		\$348.49
		<i>Current Balance \$204.00</i>
 BP America – Blanket PO#1975	L-2	
7/10                      Monthly fuel bill		\$149.76
		<i>Current Balance \$98.84</i>

**DISTRICT FUND BALANCES AS OF 7/31/18**

\$313,365.92	Total balance in District Account	
	\$156,679.09 - Balance in Star Ohio	
	\$156,686.83 - Balance in District Checking Account	
\$180,484.37	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) <b>Restricted Funds</b>	
	\$572.90 – Amount that can be used for a project utilizing the following funds:	
	\$256.44 – Conservation Funds (Rager Fertilizer fine) <b>Committed Funds</b>	
	\$124.65 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$472.80 – 2016 Healthy Soils Mini-Grant for Cover Crops (ODNR) <b>Restricted Funds</b>	
	\$26.28 – 2017 Healthy Soils Mini-Grant for Soil Sieves <b>Restricted Funds</b>	
	\$48,283.51 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$132,881.55	Total undedicated funds	

**PETTY CASH**

Beginning Balance \$25.26  
Ending Balance \$25.26

**RECEIPTS**

None

**BILLS**

None

**SPECIAL FUND BALANCES AS OF 7/31/18:**

Balance in Budgeted Appropriation Account - \$274,021.70  
Balance in Special Account – \$284,330.99 (Actual Cash)

**2018/2019 STATE MATCH**

Amount allocated - \$175,581.00                      Outstanding balance (to be received in 2018/2019) - \$175,581.00  
Received to date - \$0

**Special Fund Account Balances**

L-1 Salaries \$142,985.38	L-11 PERS \$22,106.49
L-2 Supplies \$7,818.38	L-12 Worker’s Comp. \$1,333.25
L-3 Equipment \$8,898.74	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$789.73	L-12a Medicare \$2,253.82
L-5 Contract Services \$2,510.86	L-13 Health Insurance \$58,361.44
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0

L-7 Specialized Services \$3,800.00  
 L-8 Scholarship \$0  
 L-9 Travel Reimbursement \$5,487.37  
 L-10 Advertising \$3,602.85

L-13 Life Insurance \$225.63  
 L-13 Long Term Disability \$471.03  
 L-13 Short Term Disability \$246.73  
 Vacation Payout \$0

**Vacation, Sick & Comp Leave Balances (as of 7/20/18)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1092.4	479.35	22.38
Jonathan Ferbrache	305.4	142.9	1.63
Aaron Friend	125.55	23	4.88
Christina Holt	788.08	434.73	11.25
Chad Lucht	2427.46	437.3	10
Tommy Springer	798.29	152.9	0

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 49.10

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/18:

\$247,262.32 Total Cash Balance  
 \$1,734.47 - 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**

Cody Hacker, ODA Area 5 Program Specialist, thanked FSWCD staff for their assistance with the recent Urban Tour. The District will be using a new program (Beehive) for reporting/timekeeping. This will begin on August 27.

No standing committees.

Nikki and Matt met with Farm Bureau last night to finalize the annual meeting program. Voting will still be from 5:30 to 6 p.m. with Cody conducting the election. Cody will need two additional people to help count ballots, and they can't be employees or Matt since he is on the ballot. Farm Bureau prefers to ask public officials to stand all at once instead of recognizing each individually. Matt will do the welcome and “emcee” the event; Mark can help count votes; Lynne Schultz will do the invocation. Dinner will be from 6 to 7 p.m. and around 6:30 p.m. we will start the video (Tim to introduce), providing everyone has their food and are seated. Awards will follow dinner and video. Farm Bureau’s program will follow our awards and be around an hour. Chris passed around tickets for board members to sell.

Brice gave the NRCS report. Two contracts are obligated for 2018 CSP sign-up. New CRP waterway sign-up is progressing. He is working on reducing the backlog of HEL/wetland requests.

**Approval to send invites and offer complimentary tickets to past SWCD Board and Staff members  
(approximately 50 on list)**

Motion: Matt    Second: Don    All in favor

**Adjourn at 5:10 p.m.**

Motion: Wendy    Second: Tim    All in favor

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Mark Boving, Chair

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Matt Reese, Secretary

Minutes & Financial Report by:

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Christina Holt, Administrative Assistant