

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

Date: September 13, 2018

Location: Fairfield County Fairgrounds, Ed Sands Farm Bureau Building, 157 E. Fair Ave., Lancaster, OH

Board of Supervisors in attendance: Mark Boving, Wendy LaRue, Don Rector, Matt Reese, Tim White

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

NRCS Staff: Brice Shaw

Others: Cody Hacker, ODA Program Specialist

Meeting called to order at 7:12 p.m. by Tim White.

Nikki presented the 2017 Cooperator of the Year awards to Mike & Maria Wolfe (Wolfe Family Farms) who were in attendance and Albert Tree Farm (Roxanne Macioci) who was unable to attend.

Tommy presented Liberty Union 4th grade teachers with the 2017 Conservation Education Teacher of the Year award. Present were Jennifer Lauvray, Tabitha McCarthy, Bev Weaver and Maria Wolfe. Julia Hayes was unable to attend.

Jonathan presented the Lancaster-Fairfield County Chamber of Commerce (Travis Markwood) with the 2017 Conservation Partner of the Year Award.

Approval of minutes of August 9, 2018, Board meeting

Motion: Tim Second: Don All in favor

Approval of financial report for August 1 - 31, 2018

Motion: Don Second: Wendy All in favor

RECEIPTS

15 annual meeting tickets (#51-65)	\$ 210.00	Dist. Fund
George Kucsma – no-till drill rental (2.7 acres)	32.40	“ “
CORSA – insurance dividend	20.00	“ “
Jordan Hatem – fee to rent no-till drill	50.00	“ “
Violet Township Trustees – DESC fees (April – June 2018)	3,300.00	“ “
Star Ohio – interest (July)	271.98	“ “
Alex Vaughan – fee to rent no-till seeder	50.00	“ “
Grand Communities – sediment & erosion control inspection fees (Chesapeake, Section 1)	5,300.00	“ “
Ruff Farms – no-till drill rental with interest (48.5 acres)	<u>605.51</u>	“ “
Total Receipts District Fund	\$9,839.89	
ODA, Soil & Water Conservation – July/August state match payment	\$37,625.00	Spec. Fund
Total Receipts Special Fund	\$37,625.00	

BILLS

Guernsey SWCD – Ck#5202 – T. Springer to wildlife specialist training (8/13-8/14)	30.00	Dist. Fund
Verizon Wireless – Ck#5203 – monthly bill (\$126.61 TSP; \$149.74 Urban DCF)	276.35	“ “
ODA – Ck#5204 – pesticide business & commercial applicators licenses for C. Lucht T. Springer & J. Ferbrache	140.00	“ “
U.S.P.S. – postage to mail August newsletter	239.48	“ “
Lancaster Eagle-Gazette – Ck#5206 – monthly newspaper (September)	25.30	“ “
Chad Lucht – Ck#5207 – reimb. for batteries needed for pin finder	8.99	“ “
Scioto Signs Co. – Ck#5208 – 2 cooperator award signs	<u>49.66</u>	“ “
Total Expenses District Fund	\$769.78	

Salaries (8/3, 8/17 & 8/31)	L-1	35,516.01	Spec.Fund
Health Insurance	L-13	8,847.30	“ “
Life Insurance	L-13	49.86	“ “
Medicare	L-12a	490.29	“ “
Long-Term Disability (match on employees who elect coverage)	L-13	28.17	“ “
PERS	L-11	<u>4,972.25</u>	“ “

Total Salaries & Benefits \$49,903.88

Speedway SuperAmerica – added to blanket PO#1990	L-2	600.00	Spec. Fund
Bob Boyd Dodge – PO#6639 – 2017 Dodge RAM oil change & tire rotation	L-3	80.00	“ “
Vinton Co. National Bank – PO#6659 – Visa bill (staff safety hats/helmets)	L-2	90.65	“ “
Vinton Co. National Bank – PO#6660 – Visa bill (J. Ferbrache to 2018 Ohio Floodplain Conference)	L-9	265.00	“ “
Time Warner Cable – PO#6669 – business class service (8/5-9/4)	L-5	104.98	“ “
Christina Holt – PO#6670 – replenish petty cash fund	L-2	20.84	“ “
HACH Co. – PO#6763 – 2 bottles of ammonia test strips	L-2	59.69	“ “
Office Mart – PO#6764 – copier paper	L-2	16.23	“ “
Uline – PO#6765 – 10 2-gallon storage containers for sand	L-2	71.06	“ “
North End Press – PO#6865 – August Fairfield Features newsletter	L-10	1,302.95	“ “
U.S.P.S. – PO#6942 – postage stamps (40-\$1;420-\$.50;120-\$.35;200-\$.21)	L-2	<u>334.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$2,945.40

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1990	L-2		
8/14 Monthly fuel bill		\$262.54	
			<i>Current Balance \$541.46</i>
BP America – Blanket PO#1975	L-2		
8/8 Monthly fuel bill		\$85.42	
			<i>Current Balance \$13.42</i>

DISTRICT FUND BALANCES AS OF 8/31/18

\$322,436.03	Total balance in District Account	
	\$156,951.07 - Balance in Star Ohio	
	\$165,484.96 - Balance in District Checking Account	
\$185,885.34	Amount to be used only for the following programs/grants/etc.:	
	\$56,470.19 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) 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	
	\$48,384.48 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$136,550.69	Total undedicated funds	

PETTY CASH

Beginning Balance	\$25.26
Ending Balance	\$21.08

RECEIPTS

Check from L-2 Supplies \$20.84

BILLS

USPS - Certified mail to Rachel Stiffler (horse manure) \$ 6.91
 Hobby Lobby – envelopes for annual mtg. invites 4.19
 1 newsletter returned .59
 11 newsletters returned at \$.59/ea. 6.49
 1 newsletter returned 1.23
 USPS – additional postage on package to Mast 3.15
 1 newsletter returned 1.23
 1 newsletter returned 1.23
 \$ 25.02

SPECIAL FUND BALANCES AS OF 8/31/18:

Balance in Budgeted Appropriation Account - \$221,172.42

Balance in Special Account – \$269,106.71 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$137,956.00

Received to date - \$37,625.00

Special Fund Account Balances

L-1 Salaries \$107,469.37	L-11 PERS \$17,134.24
L-2 Supplies \$6,625.91	L-12 Worker’s Comp. \$1,333.25
L-3 Equipment \$8,818.74	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$789.73	L-12a Medicare \$1,763.53
L-5 Contract Services \$2,405.88	L-13 Health Insurance \$49,514.14
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$175.77
L-8 Scholarship \$0	L-13 Long Term Disability \$442.86
L-9 Travel Reimbursement \$5,222.37	L-13 Short Term Disability \$246.73
L-10 Advertising \$2,299.90	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 8/31/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1106.2	479.2	23.88
Jonathan Ferbrache	298.7	134.7	1.63
Aaron Friend	139.35	36.8	12.38
Christina Holt	801.88	429.33	8.75
Chad Lucht	2441.26	441.65	4.25
Tommy Springer	812.09	159.95	3.5

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (July)

\$ 54.19

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 8/31/18:

\$247,316.51 Total Cash Balance
\$1,788.66 - 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 discussed the donation of the 1999 Jeep to Perry SWCD for their Watershed Coordinator grant position that they recently received and interviewed for.

Motion to approve the donation of 1999 Jeep to Perry SWCD pending the hiring of the Coordinator.

Motion: Tim Second: Matt All in favor

Nikki discussed and updated the group on two pollution complaints: Roger Parsons for sediment and Rachel Stiffler for manure. Both were provided with recommendations, complied and can be closed.

The October Board meeting will be held on Thursday, October 4.

Motion to Adjourn at 8:29 p.m.

Motion: Wendy Second: Don All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant