

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

Date: December 13, 2018

Location: 831 College Ave., Lancaster, Ohio

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

District Staff: Nikki Drake, Jonathan Ferbrache, 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 November 8, 2018, Board meeting

Motion: Wendy Second: Matt All in favor

Approval of financial report for November 1-30, 2018

Motion: Don Second: Tim All in favor

RECEIPTS

M/I Homes of Central Ohio – sediment & erosion control inspection fees (Heron, Section 4)	7,600.00	Dist. Fund
Star Ohio – interest (October)	301.81	“ “
Violet Township – pesticide spraying (6/4-8/24/18)	3,413.38	“ “
Miller Ditching – 2019 affiliate membership	<u>75.00</u>	“ “
Total Receipts District Fund	\$11,390.19	
ODA, Soil & Water Conservation – November state match payment	\$25,083.00	Spec. Fund
BWC Refund	<u>666.74</u>	“ “
Total Receipts Special Fund	\$25,749.74	

BILLS

Global Archery – Ck#5222 – S.A.F.E. Archery Hoverball with side & back panels (DCF fund)	2,352.40	Dist. Fund
Verizon Wireless – Ck#5223 – monthly bill (\$126.66 TSP; \$149.79 Urban DCF)	276.45	Dist. Fund
Vinton Co. National Bank – Ck#5224 – Visa bill (fair booth supplies \$36.94; CPESC 385.91 renewal for J. Ferbrache \$146; pesticide supplies \$10; air compressor \$192.97)		“ “
Precision Laser & Instrument – Ck#5225 – new Trimble R-10 & TSC survey equipment (DCF fund)	30,366.82	“ “
Lancaster Eagle-Gazette – Ck#5226 – monthly newspaper (December)	25.30	“ “
EnviroCert International – Ck#5227 – CPESC renewal for C. Lucht (1year) DCF	140.00	“ “
Ink My Logo – Ck#5228 – aluminum 10x10 tent with back wall & side rails (DCF)	1,887.50	“ “
Pickerington Area Chamber of Commerce – Ck#5229 – 2019 membership dues	<u>130.00</u>	“ “
Total Expenses District Fund	\$35,564.38	
Salaries (11/9 & 11/21/18)	L-1 23,976.92	Spec. Fund
Comp Time Payout (Aaron Friend)	197.80	“ “
Vacation Payout (Aaron Friend)	2,245.42	“ “
Health Insurance	L-13 8,162.30	“ “
Life Insurance	L-13 27.70	“ “
Medicare	L-12a 360.83	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 18.78	“ “
PERS	L-11 <u>3,384.47</u>	“ “
Total Salaries & Benefits	\$38,374.22	
BP America – added to blanket PO#1975	L-2 150.00	Spec. Fund
MASI Laboratories – PO#8402 – water tests for Meadowmoore (MS4 Violet)	L-5 82.38	“ “
Vinton Co. National Bank – PO#8485 – Visa bill (magnets and displays for	L-2 102.06	“ “

fair booth)				
Vinton Co. National Bank – PO#8486 – Visa bill (computer server warranty extension for 3 years purchased from Aventis)	L-3	551.00	“	“
Vinton Co. National Bank – PO#8487 – Visa (C. Lucht, J. Ferbrache, N. Drake registration to attend Pickerington Chamber of Commerce membership luncheon)	L-9	45.00	“	“
HFM Publications LLC – PO#8489 – 1/8 page ad in 2019 Lancaster Fairfield County Chamber of Commerce business guide	L-10	210.00	“	“
OFSWCD – PO#8490 – 2019 dues	L-7	2,692.00	“	“
NACD – PO#8493 – 2019 dues	L-7	775.00	“	“
Key Blue Prints Inc. – PO#8500 – repair HPT2500 plotter	L-4	202.50	“	“
Time Warner Cable – PO#8502 – business class service (11/5-12/4/18)	L-5	104.98	“	“
MASI Laboratories – PO#8673 – water tests for Meadowmoore (MS4 Violet)	L-5	289.52	“	“
Christina Holt – PO#8784 – replenish petty cash fund	L-2	21.06	“	“
North End Press – PO#8851 – December newsletter	L-10	<u>1,302.95</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$6,528.45		

NOTE: On 11/20 \$2,245.42 was transferred from L-1 Salaries to Vacation Payout and \$197.80 from transferred from L-1 Salaries to Comp-Time Payout

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1990	L-2			
11/13 Monthly fuel bill			\$336.59	
			<i>Current Balance \$70.90</i>	
BP America – Blanket PO#1975	L-2			
11/7 Monthly fuel bill			\$139.12	
			<i>Current Balance \$124.23</i>	

DISTRICT FUND BALANCES AS OF 11/30/18

\$304,939.72	Total balance in District Account	
	\$157,807.12 - Balance in Star Ohio	
	\$147,132.60 - Balance in District Checking Account	
\$194,375.75	Amount to be used only for the following programs/grants/etc.:	
	\$63,298.49 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) Restricted Funds	
	\$258.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds Assigned Funds	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) Assigned Funds	
	\$2,255.84 – Clear Creek Funds Restricted Funds	
	\$50,860.40 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$110,563.97	Total undedicated funds	

PETTY CASH

Beginning Balance \$13.94
Ending Balance \$13.94

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 11/30/18:

Balance in Budgeted Appropriation Account - \$100,823.89

Balance in Special Account – \$201,272.37 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$87,789.00

Received to date - \$87,792.00

Special Fund Account Balances

L-1 Salaries \$32,872.55	L-11 PERS \$7,005.02
L-2 Supplies \$5,227.96	L-12 Worker’s Comp. \$1,144.03
L-3 Equipment \$8,167.79	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$386.19	L-12a Medicare \$752.16
L-5 Contract Services \$1,719.04	L-13 Health Insurance \$23,657.24
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$333.00	L-13 Life Insurance \$81.59
L-8 Scholarship \$0	L-13 Long Term Disability \$386.52
L-9 Travel Reimbursement \$5,042.37	L-13 Short Term Disability \$246.73
L-10 Advertising \$671.70	

Vacation, Sick & Comp Leave Balances (as of 11/23/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1131.55	479.65	23.88
Jonathan Ferbrache	321.8	130.3	16.76
Christina Holt	825.23	453.53	15.14
Chad Lucht	2452.86	487.85	16.38
Tommy Springer	834.19	183.30	1.13

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 55.92

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/18:

\$247,472.38	Total Cash Balance
\$1,944.53	- 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

No public comments.

No standing committees.

Dave gave the NRCS report. Matthew Lohr was recently named Chief of the USDA, NRCS.

The termination of Aaron Friend required a vacation payout of \$2,245.42 and comp time payout of \$197.80. Money was transferred to cover the expenses.

Transfers in Special Fund (\$2,245.42 from L-1 Salaries to Vacation Payout and \$197.80 from L-1 Salaries to Comp-Time Payout)

Motion: Don Second: Tim All in favor

Motion to approve & sign MOU with Perry SWCD for the Buckeye Lake Watershed Coordinator

Motion: Wendy Second: Matt All in favor

Motion to approve Wildlife Specialist Cooperative Project Agreement

Motion: Tim Second: Don All in favor

Motion to approve 2019 Pay Scale with 2% increase over 2018, effective pay period starting 12/8/18, check date 1/4/19

Motion: Tim Second: Wendy All in favor

Motion to approve updated District Manager job description to incorporate duties in District Administrative Policy

Motion: Matt Second: Wendy All in favor

Motion to approve updated District Organizational Structure

Motion: Wendy Second: Don All in favor

Motion to approve updated Policy for Inspection Billing

Motion: Tim Second: Matt All in favor

Motion to nominate Jim Davis for Supervisors Hall of Fame through OFSWCD (\$10 fee)

Motion: Tim Second: Wendy All in favor

Nikki presented Don Rector with a certificate of appreciation for his three years on the Board of Supervisors.

Jeff Fix, newly elected Fairfield County Commissioner, will be at the January Board meeting to swear in Linda Claypool and Matt Reese.

Adjourn at 5:25 p.m.

Motion: Tim Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant