

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

Date: November 8, 2018

Location: 831 College Ave., Lancaster, Ohio

Board of Supervisors in Attendance: Wendy LaRue, Don Rector, Matt Reese, Tim White
Mark Boving was 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 5:06 p.m. by Vice-Chair Wendy LaRue.

Approval of minutes of October 4, 2018, Board meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for October 1-31, 2018

Motion: Don Second: Matt All in favor

RECEIPTS

200 flags sold	\$ 20.00	Dist. Fund
Chris Hanes – no-till drill rental (55 acres)	660.00	“ “
Craig Goodman – fee to rent no-till drill	50.00	“ “
Violet Township Trustees – DESC funds (July – Sept. 2018)	7,800.00	“ “
Star Ohio – interest (September)	276.02	“ “
Pulte Group – sediment & erosion control inspection fees (Spring Creek, S1, P1)	7,200.00	“ “
Vinton SWCD – Wayne National Forest/ODOT invasive plant mapping	540.32	“ “
Franklin SWCD – reimb. cost to print 2018 EXPO Booklets	75.00	“ “
Liberty Township – DESC funds (7/1-9/30/18)	300.00	“ “
Craig Goodman – no-till drill rental (8.7 acres) with NSF returned check of \$50 and \$12 bank fee	<u>166.40</u>	“ “
Total Receipts District Fund	\$17,087.74	
ODA, Soil & Water Conservation – October state match payment	\$12,542.00	Spec. Fund
BWC Refund	<u>1,680.45</u>	“ “
Total Receipts Special Fund	\$14,222.45	

BILLS

CDW Government – Ck#5215 – Microsoft Office 365 renewal on 6 computers (DCF fund)	717.96	Dist. Fund
Verizon Wireless – Ck#5216 – monthly bill (\$126.61 TSP; \$149.74 Urban DCF)	276.35	Dist. Fund
Lancaster Eagle-Gazette – Ck#5217 – monthly newspaper (November)	26.99	“ “
Vinton Co. National Bank – Ck#5218 – Visa bill (candy for Annual Mtg./Banquet; Chemical for Airport spraying \$19.99 – pesticide fund)	51.47	“ “
Hocking SWCD – Ck#5219 – T. Springer reg. to 11/14 pesticide treatment workshop	25.00	“ “
John E. Donley – Ck#5220 – remaining sediment & erosion control inspection fees for Meadowmoore Reserve, Section 1	4,822.47	“ “
M/I Homes of Central Ohio, LLC – Ck#5221 – remaining sediment & erosion inspection fees for Heron Crossing, Section 1	3,149.23	“ “
Chase Bank – Auto – NSF returned check (\$50) plus \$12 bank fee (Goodman)	<u>62.00</u>	“ “
Total Expenses District Fund	\$9,131.47	
Salaries (10/12 & 10/26)	L-1 24,076.81	Spec.Fund
OT, Overtime Pay (C. Lucht at .5 hrs.)	23.07	“ “
Health Insurance	L-13 8,847.30	“ “
Life Insurance	L-13 33.24	“ “

Medicare	L-12a	325.44	“	“
Long-Term Disability (match on employees who elect coverage)	L-13	18.78	“	“
PERS	L-11	<u>3,373.99</u>	“	“
Total Salaries & Benefits		\$36,698.63		
MT Business Tech. Inc. – PO#7624 – copier maintenance agreement (base charge for 9/3-12/2 & color copies 6/3-9/2)	L-4	201.04	Spec. Fund	
Speedway SuperAmerica – added to Blanket PO#1990	L-2	500.00	“	“
Bob Boyd Dodge – PO#7880 – 2017 Dodge RAM repairs to steering	L-3	99.95	“	“
Vinton Co. National Bank – PO#7881 – Visa bill (T. Springer reg. to 11/6 Ohio Community Wildlife Cooperative Conference; J. Ferbrache & C. Lucht reg. to 11/15 Culvert Inventory & Inspection training)	L-9	135.00	“	“
Vinton Co. National Bank – PO#7882 – Visa bill (computer backup battery; ink cartridge for HP plotter; audio plug for PA system; magnets for displaying timelines at fair booth)	L-2	258.79	“	“
Time Warner Cable – PO#7885 – business class service (10/5-11/4/18)	L-5	<u>104.98</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$1,299.76		

NOTE: On 10/23 \$23.07 was transferred from L-1 Salaries to OT, Overtime

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1990	L-2		
10/12 Monthly fuel bill		\$227.75	<i>Current Balance \$407.49</i>
BP America – Blanket PO#1975	L-2		
10/10 Monthly fuel bill		\$139.47	<i>Current Balance \$110.35</i>

DISTRICT FUND BALANCES AS OF 10/31/18

\$329,113.91	Total balance in District Account	
	\$157,505.31 - Balance in Star Ohio	
	\$171,608.60 - Balance in District Checking Account	
\$185,861.70	Amount to be used only for the following programs/grants/etc.:	
	\$55,698.49 - 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	
	\$49,946.35 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$143,252.21	Total undedicated funds	

PETTY CASH

Beginning Balance \$13.94
Ending Balance \$13.94

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 10/31/18:

Balance in Budgeted Appropriation Account - \$145,726.56

Balance in Special Account – \$220,425.30 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$112,872.00

Received to date - \$62,709.00

Special Fund Account Balances

L-1 Salaries \$59,292.69	L-11 PERS \$10,389.49
L-2 Supplies \$5,501.08	L-12 Worker’s Comp. \$1,144.03
L-3 Equipment \$8,718.79	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$588.69	L-12a Medicare \$1,112.99
L-5 Contract Services \$2,195.92	L-13 Health Insurance \$31,819.54
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$109.29
L-8 Scholarship \$0	L-13 Long Term Disability \$405.30
L-9 Travel Reimbursement \$5,087.37	L-13 Short Term Disability \$246.73
L-10 Advertising \$2,184.65	

Vacation, Sick & Comp Leave Balances (as of 10/26/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1123.35	476.25	23.88
Jonathan Ferbrache	316.6	121.1	10.76
Aaron Friend	146	55.2	4.38
Christina Holt	816.78	441.13	13.51
Chad Lucht	2443.66	472.45	3.75
Tommy Springer	830.49	175.35	1.13

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September) \$ 47.44

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/18:

\$247,416.46	Total Cash Balance
\$1,888.61	- 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. He has 17 EQIP applications for 2019.

The 2019 Final Budget was reviewed. Total budgeted revenue is \$521,400 and expenditures is \$567,078 for 2019.

Motion to approve the 2019 Final Budget as presented

Motion: Tim Second: Matt All in favor

Chad worked .5 hrs. over on a developer paid project in October. He was paid \$23.07 in overtime pay which is a separate expenditure account. Money was transferred to cover the expense.

Transfers in Special Fund (\$23.07 from L-1 Salaries to Overtime)

Motion: Tim Second: Matt All in favor

Motion to pay OFSWCD dues in the amount of \$2,692.00 and NACD dues of \$775.00

Motion: Tim Second: Matt All in favor

The Social Media Policy originally adopted on July 13, 2017, has been updated to add YouTube as another method the District is using.

Motion to approve updated Social Media Policy, adding YouTube

Motion: Matt Second: Tim All in favor

Wendy discussed the issue of being ADA compliant. Nikki is getting more information.

Nikki discussed the purchase of a new Trimble R10 (GPS) and TSC7 (data collector) survey equipment. She is still waiting to hear back on the cost of an extended warranty.

Motion to approve the purchase of Trimble GPS Survey Equipment in the amount of \$28,908.81 plus the cost of an extended warranty.

Motion: Tim Second: Don All in favor

Chad discussed the purchase of an inflatable archery game and 10'x10' aluminum tent. There was discussion on uses for District activities.

Motion to purchase S.A.F.E. Archery Hoverball inflatable at a cost of \$2,352.40 and a 10'x10' aluminum tent with back wall and rail curtains (all with logos) at a cost of \$1,887.50

Motion: Tim Second: Don All in favor

Motion to go into executive session at 5:47 p.m. to discuss personnel reviews.

Motion: Tim Second: Matt Roll call vote taken: Wendy – yes; Don – yes; Matt – yes; Tim - yes

Motion to come out of executive session at 6:14 p.m.

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

Motion to terminate Aaron Friend (within 6-month probationary period) as Engineering Technician, effective immediately.

Motion: Matt Second: Wendy Roll call vote taken: Matt – yes; Tim – yes; Wendy – yes; Don - yes

Adjourn at 6:15 p.m.

Motion: Tim Second: Matt All in favor

Wendy LaRue, Vice-Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant