

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

Date: October 4, 2018

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

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

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

NRCS: Dave Libben, Brice Shaw

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

Approval of minutes of September 13, 2018, Board meeting

Motion: Wendy Second: Matt All in favor

Approval of financial report for September 1-30, 2018

Motion: Matt Second: Wendy All in favor

RECEIPTS

21 annual meeting tickets	\$ 294.00	Dist. Fund
2 plat books sold	40.00	“ “
Kim Root – no-till seeder fee to rent	50.00	“ “
Alex Vaughan – no-till seeder rental (10.1 acres)	121.20	“ “
Star Ohio – interest (August)	278.22	“ “
Josh Berry – tile plan fee	100.00	“ “
Jordan Hatem – no-till drill rental (3.6 acres)	43.20	“ “
Jim Jepsen – GPS tile as-built only plan	50.00	“ “
Robert Alt – no-till seeder rental with interest (3.1 acres)	37.94	“ “
Chris Hanes – no-till drill fee	50.00	“ “
Kim Root – no-till seeder rental (2.6 acres)	<u>31.20</u>	“ “
Total Receipts District Fund	\$1,095.76	
ODA, Soil & Water Conservation – September state match payment	\$12,542.00	Spec. Fund
Total Receipts Special Fund	\$12,542.00	

BILLS

Verizon Wireless – Ck#5209 – monthly bill (\$126.61 TSP; \$149.74 Urban DCF)	276.35	Dist. Fund
Chase Bank – Auto – 1 box of checks	18.95	“ “
Kristen Reese – Ck#5210 - 74 meals for Annual/Meeting/Banquet	962.00	“ “
Lancaster Eagle-Gazette – Ck#5211 – monthly newspaper (October)	25.09	“ “
Auld Crafters & Associates – Ck#5212 – award for Chamber of Commerce	55.00	“ “
Vinton Co. National Bank – Ck#5213 – Visa (sand \$813.81; kitchen supplies \$13.99; 996.76 Water valve \$31.97; pesticide program \$136.99) – sandbox sand taken from the following accounts: \$256.44 from Conservation Funds; \$26.28 from 2017 Healthy Soils Mini-grant (Soil Sieves); \$472.80 from 2016 Healthy Soils Mini-grant (Cover Crop Seed; \$58.29 from Mall Wetland Sign)		“ “
Innerphase Video Productions – Ck#5214 – movies to DVDs	<u>40.00</u>	“ “
Total Expenses District Fund	\$2,374.15	
Salaries (9/14, 9/28)	L-1 24,076.80	Spec.Fund
Health Insurance	L-13 8,847.30	“ “
Life Insurance	L-13 33.24	“ “
Medicare	L-12a 325.10	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 18.78	“ “
Workers Comp.	L-12 189.22	“ “

PERS	L-11	<u>3,370.76</u>	“	“
		Total Salaries & Benefits	\$36,861.20	
BP America – added to blanket PO#1975	L-2	300.00	Spec. Fund	
MNCO – PO#7337 – legal notice for supervisor election	L-10	115.25	“	“
Time Warner Cable – PO#7345 – business class service (9/5-10/4/18)	L-5	104.98	“	“
Key Blue Prints – PO#7522 – 2 rolls of 34x300 inkjet plotter paper	L-2	<u>66.04</u>	“	“
		Total Expenses Special Fund (Purchase Orders)	\$586.27	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1990	L-2			
9/11 Monthly fuel bill			\$406.22	
			<i>Current Balance</i>	<i>\$135.24</i>
BP America – Blanket PO#1975	L-2			
9/10 Monthly fuel bill			\$63.60	
			<i>Current Balance</i>	<i>\$249.82</i>

DISTRICT FUND BALANCES AS OF 9/30/18

\$321,157.64	Total balance in District Account	
	\$157,229.29 - Balance in Star Ohio	
	\$163,928.35 - Balance in District Checking Account	
\$186,830.59	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	
	\$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	
	\$50,143.54 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$77,702.85 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$134,327.05	Total undedicated funds	

PETTY CASH

Beginning Balance \$21.08
Ending Balance \$13.94

RECEIPTS

None

BILLS

3 newsletters returned at \$1.23 each.	3.69
Office Max – 3x5 notecards	.99
1 newsletter returned	1.23
1 newsletter returned	<u>1.23</u>
	\$ 7.14

SPECIAL FUND BALANCES AS OF 9/30/18:

Balance in Budgeted Appropriation Account - \$183,724.95
Balance in Special Account – \$244,201.24 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$125,414.00

Received to date - \$50,167.00

Special Fund Account Balances

L-1 Salaries \$83,392.57	L-11 PERS \$13,763.48
L-2 Supplies \$6,259.87	L-12 Worker’s Comp. \$1,144.03
L-3 Equipment \$8,818.74	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$789.73	L-12a Medicare \$1,438.43
L-5 Contract Services \$2,300.90	L-13 Health Insurance \$40,666.84
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$142.53
L-8 Scholarship \$0	L-13 Long Term Disability \$424.08
L-9 Travel Reimbursement \$5,222.37	L-13 Short Term Disability \$246.73
L-10 Advertising \$2,184.65	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 9/28/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1115.4	479.6	23.88
Jonathan Ferbrache	307.9	143.9	12.51
Aaron Friend	144.8	46	12.38
Christina Holt	809.58	433.73	14.88
Chad Lucht	2434.46	457.05	11.75
Tommy Springer	821.29	166.15	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (August) \$ 52.51

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/18:

\$247,369.02 Total Cash Balance
 \$1,841.17 - 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. The deadline to apply for EQIP is October 19th.

The Annual Meeting/Banquet was discussed. Nikki sent out a tally of the surveys that we collected after the event. There were quite a few comments that the meeting was too long. For this year's event we did a short video when we normally would have a speaker which would take even more time. It was hard to hear in the building and it got very warm as there was no air conditioning. Chad is working on getting more details on the Wigwam and will hopefully have more information around the beginning of the year.

Motion to approve the Inventory Retirement Forms for the following items:

Tag#50051 – 1999 Jeep Cherokee – donated to Perry SWCD for watershed coordinator

Tag#50106 – Dell 15” Flat Panel Monitor – no longer works and to be recycled

Motion: Tim Second: Wendy All in favor

A horse manure complaint was received. The landowner was filling in a water pattern with manure and then covering with soil. Nikki conducted a site visit with Cody Hacker and Tommy. The landowner did appreciate the guidance/education he was given. She will follow up with him on October 15th.

Area 5 Winter Meeting is December 5 in Pickaway County. Nikki attended ADP training and learned of new policies that we will be implementing toward the end of the year.

Adjourn at 5:12 p.m.

Motion: Wendy Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant