

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

Date: January 10, 2019

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

Board of Supervisors in attendance: Mark Boving, Linda Claypool, Wendy LaRue, Matt Reese, Tim White

District Staff: Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben

Others: Jeff Fix, Fairfield County Commissioner

Linda Claypool and Matt Reese were sworn in by County Commissioner Jeff Fix prior to the start of the meeting.

Meeting called to order at 5:11 p.m. by Chair Mark Boving.

The Board reorganization took place. Mark opened nominations for Chair. *Wendy made a motion to nominate Mark Boving for Chair. Matt seconded. Tim made a motion to close nominations for Chair. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Mark Boving was elected Board Chair for 2019.

Mark opened nominations for Vice-Chair. *Tim made a motion to nominate Matt for Vice-Chair. Wendy seconded. Tim moved to close the nominations for Vice-Chair. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Matt was elected Board Vice-Chair/Backup Treasurer for 2019.

Mark opened nominations for Treasurer. *Tim made a motion to nominate Linda as Treasurer. Matt seconded. Tim moved to close the nominations for Treasurer. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Linda was elected Board Treasurer-Fiscal Agent for 2019.

Mark opened nominations for Secretary. *Tim made a motion to nominate Wendy as Secretary. Matt seconded. Tim moved to close nominations for Secretary. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Wendy was elected Board Secretary for 2019.

Therefore, the 2019 Board positions are as follows:

Chair – Mark Boving
Vice-Chair/Backup Treasurer – Matt Reese
Treasurer-Fiscal Agent – Linda Claypool
Secretary – Wendy LaRue
Member – Tim White

Approval of minutes of December 13, 2018, Board Meeting & Records Commission Meeting

Motion: Matt Second: Tim All in favor

Approval of financial report for December 1 - 31, 2018

Motion: Tim Second: Wendy All in favor

RECEIPTS

400 flags sold	40.00	Dist. Fund
2 plat books sold	40.00	“ “
Fairfield National Bank – 2019 affiliate membership	35.00	“ “
Farm Credit Mid-America – 2019 affiliate membership	75.00	“ “
Young Crop Insurance Agency – 2019 affiliate membership	75.00	“ “
Faler Feed Store – 2019 affiliate membership	75.00	“ “
Ruffs Seed Farms – 2019 affiliate membership	75.00	“ “
Beveridge Trailers & Trucks – 2019 affiliate membership	75.00	“ “

Cedar Hill Blankets – 2019 affiliate membership		75.00	“	“
Star Ohio – interest (November)		300.32	“	“
Appalachia Ohio Alliance – fee to rent no-till drill		50.00	“	“
Dave Cain Excavating – tile plan for Derr (34-BER-18)		50.00	“	“
Hugus Fruit Farm – 2019 affiliate membership		75.00	“	“
Dave Cain Excavating – 2019 affiliate membership		75.00	“	“
Millersport Agri-Service – 2019 affiliate membership		75.00	“	“
Sunrise Cooperative – 2019 affiliate membership		75.00	“	“
OFSWCD – TSP funds (EQIP & CRP)		14,864.25	“	“
Rob Alt – tile plan fee (16-LIB-18)		100.00	“	“
Kull Excavating – 2019 affiliate membership		75.00	“	“
C&C Farms & Excavating – 2019 affiliate membership		75.00	“	“
Appalachia Ohio Alliance – drill rental (7.5 acres)		90.00	“	“
EPRI – Hague grant funds (\$13,955.50) & SWCD reimb. (\$527.02)		<u>14,482.52</u>	“	“
	Total Receipts District Fund	\$30,952.09		
ODA, Soil & Water Conservation – December state match payment		\$12,542.00	Spec. Fund	
Reincumbered – BP America (monthly fuel bills)	L-2	74.45	“	“
BWC Refund		<u>40.03</u>	“	“
	Total Receipts Special Fund	\$12,656.48		

BILLS

Verizon Wireless – Ck#5230 – monthly bill (\$233.40 TSP; \$149.79 Urban DCF)		383.19	Dist. Fund	
Lancaster Fairfield Co. Chamber of Commerce – Ck#5231 – 2019 membership		230.00	“	“
U.S.P.S. – Ck#5232 – postage to mail December newsletter		274.26	“	“
ODA – Ck#5233 – dealer in nursery stock license (1 year)		125.00	“	“
Lancaster Eagle-Gazette – Ck#5234 – monthly newspaper (January)		22.30	“	“
Lancaster Fairfield Co. Chamber of Commerce – Ck#5235 – 6’ display space at at trade show on 1/19		<u>120.00</u>	“	“
	Total Expenses District Fund	\$1,154.75		
Salaries (12/7 & 12/21/18)	L-1	21,412.82	Spec. Fund	
Health Insurance	L-13	8,570.30	“	“
Life Insurance	L-13	27.70	“	“
Medicare	L-12a	287.22	“	“
Long-Term Disability (match on employees who elect coverage)	L-13	22.90	“	“
PERS	L-11	<u>2,997.80</u>	“	“
	Total Salaries & Benefits	\$33,318.74		
Handle With Care IT – PO#8994 – Level 2 setup & configure VIPRE; Quarterly maintenance agreement	L-5	837.80	Spec. Fund	
Mark Boving – PO#8996 – reimb. mileage to attend Area 5 winter meeting on 12/5/18	L-9	26.16	“	“
MT Business Technologies, Inc. – PO#9064 – copier maintenance agreement (12/3/18-3/2/19) & excess copy charges (9/3-12/2/18)	L-4	338.33	“	“
Time Warner Cable – PO#9066 – business class service (12/5/18-1/4/19)	L-5	104.98	“	“
Speedway SuperAmerica – added to blanket PO#1990	L-2	59.07	“	“
Vinton Co. National Bank – PO#9068 – Visa bill (6 staff/board to Area 5 Winter meeting on 12/5; T. Springer to OWMA conference)	L-9	136.00	“	“
Vinton Co. National Bank – PO#9069 – Visa bill (TV and HDMI cable)	L-3	249.98	“	“
Vinton Co. National Bank – PO#9070 – Visa bill (misc. supplies from Office Max; projector bulb, wireless keyboard and mouse)	L-2	212.88	“	“
U.S.P.S. – PO#9072 – stamps (200-\$.50)	L-2	<u>100.00</u>	“	“
	Total Expenses Special Fund (Purchase Orders)	\$2,065.20		

Special Fund Account Balances

L-1 Salaries \$11,459.73	L-11 PERS \$4,007.22
L-2 Supplies \$4,930.46	L-12 Worker’s Comp. \$1,144.03
L-3 Equipment \$8,468.81	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$47.86	L-12a Medicare \$464.94
L-5 Contract Services \$225.26	L-13 Health Insurance \$15,086.94
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance EAP \$0
L-7 Specialized Services \$333.00	L-13 Life Insurance \$53.89
L-8 Scholarship \$0	L-13 Long Term Disability \$363.62
L-9 Travel Reimbursement \$4,880.21	L-13 Short Term Disability \$246.73
L-10 Advertising \$671.70	

Vacation, Sick & Comp Leave Balances (as of 12/21/18)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Nikki Drake	1140.75	441.8	23.88
Jonathan Ferbrache	331.0	139.5	19.76
Christina Holt	827.68	459.93	5.14
Chad Lucht	2459.56	503.25	23.13
Tommy Springer	825.64	192.50	3.76

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 50.85

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/18:

\$247,523.23 Total Cash Balance
 \$1,995.38 - 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.

The nominating committee for 2019 was discussed. Mark appointed Tim as Chair of the nominating committee. Tim will select two individuals to join him on the committee.

Dave gave the NRCS Report. He explained why the FSA office is closed for the government shutdown and NRCS is still open.

The Ohio Ethics Law was passed around and reviewed.

The Operational Policy Book was discussed and passed around for review.

Approval of Operational Policy Book

Motion: Matt Second: Wendy All in favor

The 2019 SWCD Employment Policy was discussed. Nikki sent the changes to Josh Horacek at the Fairfield County Prosecutor's office for review and is waiting to receive his comments.

The comp time max limit will be discussed at next month's meeting.

The Rules of Public Notice for SWCD Meetings was reviewed. Tim asked about the last statement that states we must notify when a certain topic will be discussed. If someone requests to be notified of a topic being discussed at an upcoming meeting, then we would contact them prior to.

Approval of Rules of Public Notice for Regular, Special, and Emergency Board Meetings of the Fairfield SWCD

Motion: Tim Second: Matt All in favor

Jonathan gave an informational update on the Hunter's Run Conservancy District (board members, funding, reassessment, maintenance).

Motion to adjourn at 5:51 p.m.

Motion: Tim Second: Wendy All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant