

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

**Date:** March 14, 2019

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

**Board of Supervisors in attendance:** Mark Boving, Linda Claypool, Wendy LaRue

Matt Reese & Tim White were unable to attend.

**District Staff:** Jonathan Ferbrache, Carrie Brown, Chris Holt, Chad Lucht, Tommy Springer

**NRCS Staff:** Dave Libben, Brice Shaw

**Others:** Deba Mohler, Area 5 Asst. State Conservationist for Field Operations; Claire Donley, Buckeye Lake Watershed Coordinator

Meeting called to order at 5:02 p.m. by Chair Mark Boving.

**Approval of minutes of February 14, 2019, Board Meeting**

Motion: Wendy Second: Linda All in favor

**Approval of financial report for February 1 - 28, 2019**

Motion: Linda Second: Wendy All in favor

RECEIPTS

|   |                    |            |
|---|--------------------|------------|
| 100 flags sold  | 10.00              | Dist. Fund |
| 1 plat book sold  | 20.00              | “ “        |
| 65 tree/wildlife packets & 1 dibble bar                       | 683.00             | “ “        |
| Ag Pro Co. – 2019 affiliate membership                        | 75.00              | “ “        |
| Walnut Creek Seeds – 2019 affiliate membership                | 75.00              | “ “        |
| Pappy’s Feed Store – 2019 affiliate membership                | 75.00              | “ “        |
| Seals Construction – 2019 affiliate membership                | 75.00              | “ “        |
| Fred Walter – fee to rent no-till drill                       | 50.00              | “ “        |
| Copies sold   | 5.00               | “ “        |
| Karl Grube – charge for tile plan design                      | 100.00             | “ “        |
| Star Ohio – interest (January)                                | 337.12             | “ “        |
| Fred Walter – no-till drill rental (9.7 acres)                | 116.40             | “ “        |
| Christian Hoffman – charge for tile plan design               | <u>100.00</u>      | “ “        |
| <b>Total Receipts District Fund</b>                           | <b>\$1,721.52</b>  |            |
| ODA, Soil & Water Conservation – February state match payment | \$ 12,542.00       | Spec. Fund |
| <b>Total Receipts Special Fund</b>                            | <b>\$12,542.00</b> |            |

BILLS

|  |                      |            |
|--|----------------------|------------|
| Verizon Wireless – Ck#5243 – monthly bill with tax credits (TSP)         | 42.63                | Dist. Fund |
| Uplift Desk – Ck#5244 – new desks for 4 staff                            | 6,454.00             | “ “        |
| U.S.P.S. – Ck#5245 – postage to mail February newsletter                 | 263.16               | “ “        |
| Lancaster Eagle-Gazette – Ck#5246 – monthly newspaper (March)            | <u>25.30</u>         | “ “        |
| <b>Total Expenses District Fund</b>                                      | <b>\$6,785.09</b>    |            |
| Salaries (2/1 & 2/15/19)   | L-1 21,843.22        | Spec. Fund |
| Health Insurance   | L-13 8,570.30        | “ “        |
| Life Insurance   | L-13 27.70           | “ “        |
| Medicare   | L-12a 294.80         | “ “        |
| Long-Term Disability (match on employees who elect coverage)             | L-13 22.90           | “ “        |
| PERS   | L-11 <u>3,058.06</u> | “ “        |
| <b>Total Salaries &amp; Benefits</b>                                     | <b>\$33,816.98</b>   |            |
| Christina Holt – PO#2908 – replenish petty cash                          | L-2 26.54            | Spec. Fund |
| Vinton Co. National Bank – PO#2945 – visa bill (education supplies, test | L-2 801.91           | “ “        |

strips, ink for plotter)

Vinton Co. National Bank – PO#2946 – visa bill (T. Springer reg. to 2019 L-9 60.00 “ “  
Ohio Woodland Water and Wildlife conference on 3/6)

**Total Expenses Special Fund (Purchase Orders) \$888.45**

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877 L-2  
2/12 Monthly fuel bill \$67.86  
*Current Balance \$656.52*

BP America – Blanket PO#1873 L-2  
2/6 Monthly fuel bill \$78.96  
*Current Balance \$644.47*

Time Warner Cable – Blanket PO#2225 L-5  
2/14 Monthly business class service \$104.98  
*Current Balance \$419.92*

DISTRICT FUND BALANCES AS OF 2/28/19

\$319,098.19 Total balance in District Account  
\$158,763.81 - Balance in Star Ohio  
\$160,334.38 - Balance in District Checking Account  
\$193,922.15 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**  
\$54,427.78 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**  
\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**  
\$125,176.04 Total undedicated funds

PETTY CASH

Beginning Balance \$8.46  
Ending Balance \$35.00

RECEIPTS

Check from Special Fund \$26.54

BILLS

none

SPECIAL FUND BALANCES AS OF 2/28/19:

Balance in Budgeted Appropriation Account - \$496,215.04  
Balance in Special Account – \$290,265.95 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00 Outstanding balance (to be received in 2018/2019) - \$50,163.00  
Received to date - \$125,418.00

## Special Fund Account Balances

|                                     |                                    |
|-------------------------------------|------------------------------------|
| L-1 Salaries \$280,593.57           | L-10 Advertising \$5,000.00        |
| L-2 Supplies \$7,571.55             | L-11 PERS \$39,383.88              |
| L-3 Equipment \$14,889.32           | L-12 Worker's Comp. \$4,864.00     |
| L-4 Repair & Maintenance \$1,500.00 | L-12a Unemployment \$10.00         |
| L-5 Contract Services \$18,370.12   | L-12a Medicare \$4,110.40          |
| L-6 Rentals/Lease \$13,120.00       | L-13 Health Insurance \$94,859.40  |
| L-7 Specialized Services \$3,800.00 | L-13 Life Insurance \$394.60       |
| L-8 Scholarship \$50                | L-13 Long Term Disability \$258.20 |
| L-9 Travel Reimbursement \$7,440.00 |                                    |

## Vacation, Sick & Comp Leave Balances (as of 2/15/19)

|                    | <u>Sick Leave</u> | <u>Vacation Leave</u> | <u>Comp Leave</u> |
|--------------------|-------------------|-----------------------|-------------------|
| Nikki Drake        | 1156.9            | 500.1                 | 19.76             |
| Jonathan Ferbrache | 340.4             | 199.5                 | 1.26              |
| Christina Holt     | 832.58            | 514.48                | 5.14              |
| Chad Lucht         | 2477.96           | 445.05                | 3.51              |
| Tommy Springer     | 841.04            | 232                   | .26               |

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (January) \$ 52.57

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 2/28/19:

\$247,628.36 Total Cash Balance  
\$2,100.51 - 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.

Claire Donley, Buckeye Lake Watershed Coordinator, gave an update (PowerPoint presentation) on the Buckeye Lake Watershed. Jonathan Ferbrache discussed past work done in the watershed. Mark asked about the pump issue. Jonathan stated that the west bank pump is fully operational, draining 400 acres, the County Engineer still needs to do final detail work. Once pump is fully functioning, we are required to do testing.

Dave gave the NRCS Report. He introduced Deba Mohler, Area 5 Assistant State Conservationist for Field Operations. Brice has completed four wetland determinations. There are 56 potential CRP renewals this year. A grazing tour is being planned at John Albert's sheep dairy and Joe Koehler's on April 24.

**Approval to pay Fairfield County Auditor invoice for share of costs for aerial photos project**

Motion: Linda    Second: Wendy    All in favor

Chris discussed the disposal of inventory items no longer needed/used.

**Approval of Inventory Retirement Forms for the following items: SAFCO map file (#50070), Nikon Coolpix digital camera (no tag), Olympus digital camera (#15862)**

Motion: Wendy    Second: Linda    All in favor

**Approval to purchase Uplift Desk for newly hired employee Carrie Brown at a cost of \$1,387**

Motion: Wendy    Second: Linda    All in favor

Tommy discussed the MOU with Vinton SWCD on mapping of the Wayne National Forest. This is the last year of a 5-year agreement.

**Approve the MOU with Vinton SWCD on Wayne National Forest mapping**

Motion: Wendy    Second: Linda    All in favor

**Motion to adjourn at 5:45 p.m.**

Motion: Linda    Second: Wendy    All in favor

---

Mark Boving, Chair

---

Wendy LaRue, Secretary

Minutes & Financial Report by:

---

Christina Holt, Administrative Assistant