

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

Date: April 11, 2019

Location: 831 College Ave., Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Linda Claypool, Wendy LaRue, Matt Reese
Tim White was unable to attend.

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

NRCS Staff: Dave Libben, Brice Shaw

Others: Ed VanVickle, Administrator for the Village of Lithopolis

Meeting called to order at 4:53 p.m. by Chair Mark Boving.

Approval of minutes of March 14, 2019, Board Meeting

Motion: Wendy Second: Linda All in favor

Approval of financial report for March 1 - 31, 2019

Motion: Linda Second: Wendy All in favor

RECEIPTS

1,000 flags sold	100.00	Dist. Fund
1 plat book sold	20.00	“ “
132 tree/wildlife packets	1,719.00	“ “
Copies sold	52.00	“ “
Star Ohio – interest (February)	<u>310.69</u>	“ “
Total Receipts District Fund	\$2,201.69	
ODA, Soil & Water Conservation – March state match payment	\$ 12,542.00	Spec. Fund
Violet Township – MS4 funds	7,000.00	“ “
ODA – AEPP inspections (21 at \$200 each)	<u>4,200.00</u>	“ “
Total Receipts Special Fund	\$23,742.00	

BILLS

4-H Advisory Committee – Ck#5247 – donation to sponsor child to “Camp Canopy”	375.00	Dist. Fund
Fairfield County Treasurer – Ck#5248 – C. Brown background check for employment	50.00	“ “
Verizon Wireless – Ck#5249 – mthly bill (\$188.30 urban; \$120.82 TSP)	309.12	“ “
Uplift Desk – Ck#5250 – new desk for Carrie Brown	1,387.00	“ “
Lancaster Eagle-Gazette – Ck#5251 – monthly newspaper (April)	22.30	“ “
Vinton Co. National Bank – Ck#5252 – Visa bill (sandbox supplies from Lowes; supplies for vehicles)	85.26	“ “
Forestry Suppliers – Ck#5253 – items & equipment for Hunter’s Run Conservancy District work	<u>573.20</u>	“ “
Total Expenses District Fund	\$2,801.88	
Salaries (3/1, 3/15 & 3/29)	L-1 34,123.22	Spec. Fund
Health Insurance	L-13 8,570.30	“ “
Life Insurance	L-13 44.32	“ “
Medicare	L-12a 472.87	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 34.35	“ “
PERS	L-11 <u>4,777.27</u>	“ “
Total Salaries & Benefits	\$48,022.33	
North End Press – PO#3346 – February 2019 newsletter & mailing	L-10 1,215.40	Spec. Fund
ODA – PO#3441 – C. Brown registration to TDP training	L-9 330.00	“ “
Chad Lucht – PO#3443 – reimb. parking at 2/25-2/26 Annual Partnership Meeting held in Columbus, OH	L-9 24.00	“ “

Vinton Co. National Bank – PO#3550 – visa bill (5 staff/board to 2/25-2/26	L-9	978.00	“	“
OFSWCD Annual Partnership Meeting in Columbus, OH; C. Lucht & J. Ferbrache				
Registration to 2019 Ohio Stormwater Management Conference 3/12-3/13)				
MT Business Technologies – PO#3551 – copier base maintenance (3/3-6/2)	L-4	224.32	“	“
and excess copy charges (12/3/18-3/2/19)				
Vinton Co. National Bank – PO#3634 – visa bill (domain renewal for 5 yrs.	L-5	194.95	“	“
from Network Solutions)				
Fairfield Co. Auditor – PO#3832 – share of costs for Fairfield County Aerial	L-5	1,950.00	“	“
Photo Projects				
ODA – PO#3874 – C. Brown reg. to 4/9-4/10 Grazing Mgmt. Plans TDP	L-9	<u>60.00</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$4,976.67		

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2			
3/12 Monthly fuel bill		\$205.57		
			<i>Current Balance \$450.95</i>	
BP America – Blanket PO#1873	L-2			
3/6 Monthly fuel bill		\$19.51		
			<i>Current Balance \$624.96</i>	
Time Warner Cable – Blanket PO#2225	L-5			
3/18 Monthly business class service		\$104.98		
			<i>Current Balance \$314.94</i>	

DISTRICT FUND BALANCES AS OF 3/31/19

\$318,498.00	Total balance in District Account	
	\$159,074.50 - Balance in Star Ohio	
	\$159,423.50 - Balance in District Checking Account	
\$196,933.35	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	
	\$57,438.98 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$121,564.65	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$13.18

RECEIPTS

None

BILLS

6 newsletters returned at \$.61/ea.	\$3.66
3 newsletters returned at \$1.37/ea.	4.11
4 newsletters returned (3 at \$1.37; 1 at \$.61)	4.72
2 newsletters returned (1 at \$1.37; 1 at \$.61)	1.98

USPS - Richardson letter on pollution issue 7.35
 \$21.82

SPECIAL FUND BALANCES AS OF 3/31/19:

Balance in Budgeted Appropriation Account - \$443,216.04

Balance in Special Account – \$261,008.95 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$37,621.00

Received to date - \$137,960.00

Special Fund Account Balances

L-1 Salaries \$246,470.35	L-10 Advertising \$3,784.60
L-2 Supplies \$7,571.55	L-11 PERS \$34,606.61
L-3 Equipment \$14,889.32	L-12 Worker’s Comp. \$4,864.00
L-4 Repair & Maintenance \$1,275.68	L-12a Unemployment \$10.00
L-5 Contract Services \$16,225.17	L-12a Medicare \$3,637.53
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$86,289.10
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$350.28
L-8 Scholarship \$50	L-13 Long Term Disability \$223.85
L-9 Travel Reimbursement \$6,048.00	

Vacation, Sick & Comp Leave Balances (as of 3/29/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	9.2	6.2	9.38	24
Nikki Drake	1170.7	523.2	2.39	0
Jonathan Ferbrache	347.2	214.85	14.01	24
Christina Holt	837.88	530.83	3.14	24
Chad Lucht	2491.76	468.15	12.89	8
Tommy Springer	854.84	245.35	6.64	8

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (February) \$ 47.49

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/19:

\$247,675.85 Total Cash Balance
 \$2,148.00 - 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 standing committees.

Dave gave the NRCS Report. A Local Workgroup meeting was held. CSP signups for 2019 are being accepted until May 10.

Nikki explained the CORSA insurance bill. There are changes/updates in the use of drones.

Approval to pay CORSA insurance at a cost of \$5,778

Motion: Wendy Second: Linda All in favor

Nikki explained that the Equine Management Workshop is being held on Saturday, April 13 at Rita & Ken Kemmerer's property. A site visit was done beforehand, and Bob Hendershot made some recommendations. She would like to offer the no-till drill at no cost to Rita & Ken if they decide to reseed their pasture, for hosting the workshop at their property.

Approval to provide the rental of the no-till drill at no cost to Rita & Ken Kemmerer

Motion: Matt Second: Wendy All in favor

Dave discussed a Farm Bureau tour planned for August 16.

Jonathan passed around a Hunters Run Conservancy District PowerPoint presentation that he put together for a meeting tomorrow.

Ed VanVickle, Administrator with the Village of Lithopolis, wanted to express his appreciation for all the assistance the Village has been given by SWCD staff with MS4 requirements. Also discussed the possibility of additional assistance in the future.

Motion to adjourn at 5:17 p.m.

Motion: Matt Second: Wendy All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant