

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

Date: July 11, 2019

Location: 831 College Ave., Lancaster, Ohio

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

District Staff: Nikki Drake, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

Others: ODA Area 5 Program Specialist Cody Hacker, Hocking Tech. Intern Dennis Kettering

Meeting called to order at 4:57 p.m. by Chair Mark Boving.

Approval of minutes of June 13, 2019, Board Meeting

Motion: Matt Second: Tim All in favor

Approval of financial report for June 1 - 30, 2019

Motion: Wendy Second: Linda All in favor

RECEIPTS

2 plat books sold	40.00	Dist. Fund
Ruff Farms – fee to rent no-till drill	50.00	“ “
Star Ohio – interest (May)	340.77	“ “
Jim Skinner – fee to rent no-till drill	50.00	“ “
Jordan Hatem – rental of no-till drill (3.1 acres)	<u>37.20</u>	“ “
Total Receipts District Fund	\$517.97	
ODA, Soil & Water Conservation – June state match payment	\$ 12,537.00	Spec. Fund
Liberty Township – MS4 program services	<u>2,000.00</u>	“ “
Total Receipts Special Fund	\$14,537.00	

BILLS

Ink My Logo – Ck#5267 – 200 drawstring bags with logo	367.95	Dist. Fund
Verizon Wireless – Ck#5268 – monthly bill (\$97.46 TSP;\$164.91 Urban)	262.37	“ “
Lancaster Eagle-Gazette – Ck#5269 – monthly newspaper (July)	25.30	“ “
Vinton Co. National Bank – Ck#5270 – Visa bill (chain saw parts) pesticide fund	<u>147.35</u>	“ “
Total Expenses District Fund	\$802.97	
Salaries (6/7 & 6/21)	L-1 24,560.02	Spec.Fund
Health Insurance	L-13 10,284.36	“ “
Life Insurance	L-13 33.24	“ “
Medicare	L-12a 329.80	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 22.90	“ “
PERS	L-11 <u>3,438.42</u>	“ “
Total Salaries & Benefits	\$38,668.74	
MT Business Technologies – PO#5787 – copier maintenance agreement (6/3-9/2/19); excess copy charges (3/3-6/2/19)	L-4 276.89	Spec. Fund
Speedway SuperAmerica – added to blanket PO#1877	L-2 600.00	“ “
Treasurer of State of Ohio – PO#6033 – AUP audit 2017-2018 invoice	L-5 1,396.50	“ “
Perry SWCD – PO#6034 – Buckeye Lake Watershed grant contribution	L-5 5,000.00	“ “
Time Warner Cable – Blanket PO#6108 – business class service	L-5 <u>524.90</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$7,798.29	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2	
6/12 Monthly fuel bill		\$249.39
		<i>Current Balance \$550.06</i>
BP America – Blanket PO#1873	L-2	
6/18 Monthly fuel bill		\$169.61
		<i>Current Balance \$313.55</i>
Time Warner Cable – Blanket PO#2225	L-5	
6/14 Monthly business class service		\$104.98
		<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 6/30/19

\$323,093.69	Total balance in District Account	
	\$160,093.07 - Balance in Star Ohio	
	\$163,000.62 - Balance in District Checking Account	
\$198,279.11	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	
	\$58,784.74 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$124,814.58	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$35.00

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 6/30/19:

Balance in Budgeted Appropriation Account - \$307,043.65
Balance in Special Account – \$342,857.56 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00 Outstanding balance (to be received in 2018/2019) - \$0
Received to date - \$175,581.00

Special Fund Account Balances

L-1 Salaries \$172,790.32	L-10 Advertising \$3,740.15
L-2 Supplies \$6,145.89	L-11 PERS \$24,291.35
L-3 Equipment \$12,567.78	L-12 Worker’s Comp. \$2,727.24
L-4 Repair & Maintenance \$998.79	L-12a Unemployment \$10.00
L-5 Contract Services \$2,764.27	L-12a Medicare \$2,648.13

L-6 Rentals/Lease \$13,120.00
 L-7 Specialized Services \$3,800.00
 L-8 Scholarship \$50
 L-9 Travel Reimbursement \$5,548.00

L-13 Health Insurance \$55,436.02
 L-13 Life Insurance \$250.56
 L-13 Long Term Disability \$155.15

Vacation, Sick & Comp Leave Balances (as of 6/21/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	495.91	35.30	13.88	24
Nikki Drake	1198.30	523.65	21.40	0
Jonathan Ferbrache	359.80	241.05	11.01	24
Christina Holt	865.48	519.03	4.39	10.5
Chad Lucht	2508.11	467.60	2.02	0
Tommy Springer	882.44	250.55	9.64	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May) \$ 52.61

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/19:

\$247,831.96 Total Cash Balance
 \$2,304.11 - 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.

Tim reported that Cindy Montoney has agreed to run for the board. Nikki sent her paperwork to return with a bio for the newsletter. Wendy submitted hers.

Dave gave the NRCS report. EQIP corrections are being finished with 3 pending. CSP has all been scored with all forestry requests funded first. Special disaster funding for bare fields to plant cover crops has been announced at \$4.1 million for the state with a \$15,000 max at \$30/acre. Cover crops can be harvested for feed after Sept. 1. The ONE Tour for new employees is next week.

Hocking Tech. Intern Dennis Kettering gave a PowerPoint presentation to introduce himself and showcase what his career goals are and his work to date with Chad. Unfortunately, it was announced that the program he is in at the school (GeoEnvironmental Science) will be dropped. He was told he could complete his degree though.

Staff met with County Administrator Carri Brown last week. Since then, she reviewed our merged employment policy. She said there is nothing greatly different, but had some observations/recommendations on some policies:

The Catastrophic Sick Leave Donation Program (page 105 in employment policy) was once a county policy, but they removed it. Nikki explained the process and that OASWCD manages it. Staff opted to donate years ago. That employee ended up not needing it, so we have yet to truly use it, although county auditor staff made accommodations for transfers. It is a nice benefit for someone that becomes ill and lacks leave.

She discouraged the use of petty cash until she realized that we only keep a balance of \$35, it is recorded in the monthly board financial report and is audited. It is utilized for returned newsletters for the most part.

Payment upon Separation of Service (page 107) for sick leave. The county policy includes resignation in addition to retirement and theirs is payable at 5 years of service versus our 10 years. Nikki and Chris along with Cody Hacker investigated ORC 124.39 which allows either of our versions. Wendy mentioned concern that a period of 5 years may resort in SWCD employment being a stepping stone.

After discussion on these three items, the board decided to keep them as is.

Into Executive Session to discuss personnel/county compensation plan at 5:36 p.m.

Motion: Tim Second: Linda Roll call: Mark – yes; Linda – yes; Matt – yes; Tim – yes; Wendy – yes

Out of Executive Session at 6:05 p.m.

Motion: Tim Second: Linda Roll call: Mark – yes; Linda – yes; Matt – yes; Tim – yes; Wendy – yes

Approve to adopt County Compensation Plan.

Motion: Tim Second: Wendy All in favor

Nikki will make related edits discussed in the employment policy manual and present at next month's board meeting for approval.

Motion to adjourn at 6:07 p.m.

Motion: Tim Second: Linda All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Financial Report by:

Minutes by:

Christina Holt, Administrative Assistant

Nikki Drake, District Manager