

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

**Date:** August 8, 2019

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

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

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

**NRCS Staff:** Brice Shaw

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

**Approval of minutes of July 11, 2019, Board Meeting**

Motion: Tim    Second: Matt    All in favor

**Approval of financial report for July 1 - 31, 2019**

Motion: Tim    Second: Wendy    All in favor

RECEIPTS

1 plat book sold (2012)	5.00	Dist. Fund
Mark Pontius – fee to rent no-till drill	50.00	“ “
Mark Ruff – rental of no-till drill (15.6 acres)	187.20	“ “
Shea McFarland – rental of no-till seeder (36 acres)	432.00	“ “
Jim Skinner – rental of no-till drill (6.6 acres)	79.20	“ “
Brett Clark – tile plan design fee	100.00	“ “
Star Ohio – interest (June)	325.98	“ “
Christian Hoffman – fee to rent no-till seeder	<u>50.00</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$1,229.38</b>	
Workers Comp Refund	854.40	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$854.40</b>	

BILLS

Verizon Wireless – Ck#5271 – monthly bill (\$97.46 TSP;\$164.91 Urban)	262.37	Dist. Fund
Lancaster Eagle-Gazette – Ck#5272 – monthly newspaper (August)	25.30	“ “
Vinton Co. National Bank – Ck#5273 – Visa bill (marking paint from Lowes) DESC	<u>28.68</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$316.35</b>	
Salaries (7/5 & 7/19)	L-1 24,560.04	Spec.Fund
Workers Comp	L-12 61.94	“ “
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>	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$38,730.70</b>	
MASI Laboratories – PO#6438 – MS4 water tests	L-5 343.96	Spec. Fund
Handle with Care – PO#6445 – Quarterly computer/server maintenance	L-5 384.00	“ “
USPS – PO#6448 – stamps (50-\$1; 100-\$.55; 80-\$.35; 160-\$.15)	L-2 157.00	“ “
Vinton Co. National Bank – PO#6639 – Visa (print cartridges for plotter)	L-2 140.74	“ “
Treasurer of State of Ohio – PO#6644 – AUP Audit of 2017 & 2018	L-5 <u>574.00</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$1,599.70</b>	

**PURCHASE ORDERS**

Speedway SuperAmerica – Blanket PO#1877	L-2	
7/16                      Monthly fuel bill		\$272.79
		<i>Current Balance \$277.27</i>
 BP America – Blanket PO#1873	L-2	
7/10                      Monthly fuel bill		\$71.17
		<i>Current Balance \$242.38</i>
 Time Warner Cable – Blanket PO#6108	L-5	
7/16                      Monthly business class service		\$104.98
		<i>Current Balance \$419.92</i>

**DISTRICT FUND BALANCES AS OF 7/31/19**

\$324,006.72	Total balance in District Account	
	\$160,419.05 - Balance in Star Ohio	
	\$163,587.67 - Balance in District Checking Account	
\$195,145.99	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) <b>Restricted Funds</b>	
	\$258.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$55,651.62 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$128,860.73	Total undedicated funds	

**PETTY CASH**

Beginning Balance \$35.00  
Ending Balance \$35.00

**RECEIPTS**

None

**BILLS**

None

**SPECIAL FUND BALANCES AS OF 7/31/19:**

Balance in Budgeted Appropriation Account - \$266,713.25  
Balance in Special Account – \$303,381.56 (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 \$148,230.28	L-10 Advertising \$3,740.15
L-2 Supplies \$5,848.15	L-11 PERS \$20,852.93
L-3 Equipment \$12,567.78	L-12 Worker’s Comp. \$2,665.30
L-4 Repair & Maintenance \$998.79	L-12a Unemployment \$10.00
L-5 Contract Services \$1,462.31	L-12a Medicare \$2,318.33
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$45,151.66

L-7 Specialized Services \$3,800.00  
L-8 Scholarship \$50  
L-9 Travel Reimbursement \$5,548.00

L-13 Life Insurance \$217.32  
L-13 Long Term Disability \$132.25

### Vacation, Sick & Comp Leave Balances (as of 7/19/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	505.11	44.50	10.38	8
Nikki Drake	1207.50	519.05	23.65	0
Jonathan Ferbrache	365.00	193.95	11.01	24
Christina Holt	866.18	501.18	1.14	0
Chad Lucht	2516.81	428.75	2.02	0
Tommy Springer	891.64	250.45	8.52	0

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 47.53

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/19:

\$247,879.49 Total Cash Balance  
\$2,351.64 - 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.

Brice gave the NRCS report. Five CSP applications are in the final stages of completion. One EQIP application (animal waste) was obligated and is now in contract. One application for Ohio Disaster EQIP Cover Crop was approved and is currently being processed. He will be attending the Blanchard River Demo Farm Bus Tour and Precision Ag in Conservation Training, both in August.

### **Approve SEL-4 Candidate Submission Form.**

Motion: Tim Second: Matt All in favor

Submission of Wendy LaRue and Cindy Montoney for board candidates.

### **Approve changes to the 2019 Employment Policy (reflecting changes due to the adoption of the county’s Compensation Plan).**

Motion: Wendy Second: Matt All in favor

### **Approve changes to Credit Card Policy.**

Motion: Tim Second: Wendy All in favor

Changes were required after the audit of years 2017-2018 and prior to next audit.

Nikki did an employee review with Carrie Brown prior to the completion of her six-month probationary period. **Approve to permanently hire Carrie Brown after the completion of her probationary period (September 4) at District Manager discretion.**

Motion: Matt Second: Wendy All in favor

The 2019 Annual Meeting/Banquet was discussed. Chris passed out tickets for board supervisors to sell. Agenda was discussed.

Ed Vanvickle, Administrator of the Village of Lithopolis, is requesting services to comply with their MS4 permit. This agreement is similar to the ones with City of Pickerington and Violet Township. The District would provide public education and outreach; articles for monthly newsletters; outreach program at library; review of new site selections. The agreement would provide \$4,000 the first year (beginning April 1, 2020) and increase 2% annually. This agreement may be modified if they request additional services.

**Approve agreement with Village of Lithopolis for MS4 services pending review of prosecutor and Village of Lithopolis.**

Motion: Tim Second: Wendy All in favor

Nikki stated we are receiving an additional \$106,985 in state match.

The purchase of District shirts for staff and board was discussed.

**Motion to adjourn at 5:34 p.m.**

Motion: Tim Second: Wendy All in favor

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Mark Boving, Chair

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Wendy LaRue, Secretary

Financial Report & Minutes by:

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Christina Holt, Administrative Assistant