

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

Date: December 12, 2019

Location: 831 College Ave., Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Wendy LaRue, Tim White

Linda Claypool and Matt Reese were unable to attend.

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

NRCS Staff: Dave Libben, Brice Shaw

Meeting called to order at 4:59 p.m. by Chair Mark Boving.

Approval of minutes of November 14, 2019, Board Meeting

Motion: Tim Second: Wendy All in favor

Approval of financial report for November 1 - 30, 2019

Motion: Wendy Second: Tim All in favor

RECEIPTS

200 flags sold	20.00	Dist. Fund
DA Coakley Farms – tile plan design fee (4-LIB-19)	100.00	“ “
Fairfield County Airport – pesticide work (1/23-10/3/19)	2,039.08	“ “
Star Ohio – interest (October)	281.23	“ “
Hocking Hills Exploration – no-till seeder rental (23.4 acres)	280.80	“ “
Clark Sheets – fee to rent seeder	50.00	“ “
Dewitt – 2012 plat book	5.00	“ “
Walnut Creek Seeds – 2020 affiliate membership	75.00	“ “
Cedar Hill Blankets – 2020 affiliate membership	75.00	“ “
Young Crop Insurance Agency – 2020 affiliate membership	75.00	“ “
Violet Township – DESC funds (July – Sept. 2019)	5,400.00	“ “
Law Office of Carrie Lott – 2020 affiliate membership	75.00	“ “
Ruffs Seed Farms Inc. – 2020 affiliate membership	75.00	“ “
Beveridge Trailers & Trucks – 2020 affiliate membership	<u>75.00</u>	“ “
Total Receipts District Fund	\$8,626.11	
ODA, Soil & Water Conservation - November state match payment	13,798.00	Spec. Fund
BWC Refund	<u>1,707.70</u>	“ “
Total Receipts Special Fund	\$15,505.70	

BILLS

Verizon Wireless – Ck#5294 – monthly bill (\$135.91 TSP;\$166.37 Urban)	302.28	Dist. Fund
Lancaster Eagle-Gazette – Ck#5295 – monthly newspaper subscription (Dec.)	25.30	“ “
Vinton Co. National Bank – Ck#5296 – Visa (supplies to winterize gator \$9.98; thermal lined coat \$59.90; archery bow cases & tools \$57.83; phone cases & cord \$51.92)	<u>179.63</u>	“ “
Total Expenses District Fund	\$507.21	
Salaries (11/8 & 11/22)	L-1 24,560.03	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	\$38,668.75	
BW Tire Pickerington – PO#8947 – oil & tire rotation on 2015 GMC Sierra	L-3 49.95	Spec. Fund

Speedway SuperAmerica – added to blanket PO#1877	L-2	400.00	“	“
Vinton Co. National Bank – PO#9094 – Visa bill (T. Springer reg. to 11/14 Ohio Community Wildlife Cooperative annual conference)	L-9	35.00	“	“
OFSWCD – PO#9196 – 2020 dues	L-7	3,887.40	“	“
NACD – PO#9197 – 2020 dues	L-7	775.00	“	“
Key Blue Prints – PO#9306 – 4 rolls of Plotter Paper	L-2	126.20	“	“
OFSWCD – PO#9363 – Area 5 dues	L-7	<u>200.00</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$5,473.55		

NOTE: On 11/18/19, \$1,255.20 was transferred from L-1 Salaries to Vacation Payout; \$1,100 was transferred from L-6 Rentals/Lease to L-7 Specialized Services. On 11/26/19, \$6,500 was transferred from L-6 Rentals/Lease to L-13 Health Insurance.

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2			
11/13 Monthly fuel bill		\$319.12		
		<i>Current Balance</i>	\$369.95	
Time Warner Cable – Blanket PO#6108	L-5			
11/12 Monthly business class service		\$104.98		
		<i>Current Balance</i>	\$0	

DISTRICT FUND BALANCES AS OF 11/30/19

\$345,460.19	Total balance in District Account	
	\$161,633.29 - Balance in Star Ohio	
	\$183,826.90 - Balance in District Checking Account	
\$208,205.30	Amount to be used only for the following programs/grants/etc.:	
	\$70,448.49 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) Restricted Funds	
	\$93.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds Assigned Funds	
	\$26.81 – Land Lab Funds (Quail Unlimited donation) Assigned Funds	
	\$2,255.84 – Clear Creek Funds Restricted Funds	
	\$61,725.93 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$137,254.89	Total undedicated funds	

PETTY CASH

Beginning Balance \$16.29
Ending Balance \$16.29

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 11/30/19:

Balance in Budgeted Appropriation Account - \$83,830.70
Balance in Special Account – \$249,693.71 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00

Received to date - \$127,487.00

Outstanding balance (to be received in 2019/2020) - \$155,079.00

Special Fund Account Balances

L-1 Salaries \$36,454.99	L-10 Advertising \$2,101.35
L-2 Supplies \$3,071.32	L-11 PERS \$5,380.04
L-3 Equipment \$10,398.31	L-12 Worker’s Comp. \$2,444.55
L-4 Repair & Maintenance \$744.03	L-12a Unemployment \$10.00
L-5 Contract Services \$493.09	L-12a Medicare \$821.06
L-6 Rentals/Lease \$5,020.00	L-13 Health Insurance \$10,514.22
L-7 Specialized Services \$37.60	L-13 Life Insurance \$67.74
L-8 Scholarship \$50	L-13 Long Term Disability \$29.20
L-9 Travel Reimbursement \$4,938.00	Vacation Payout \$1,255.20

Vacation, Sick & Comp Leave Balances (as of 11/22/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	517.01	80.4	11.88	0	0
Nikki Drake	1246.40	555.1	19.27	0	0
Jonathan Ferbrache	378.90	215.50	17.51	0	0
Christina Holt	899.83	527.23	1.39	0	0
Chad Lucht	2510.21	498.05	12.27	0	48
Tommy Springer	933.04	268.75	14.28	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (October) \$ 52.67

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/19:

\$248,091.79 Total Cash Balance
 \$2,563.94 - 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.

Dave gave the NRCS report. He is working on getting the first round of CSP payments paid. The Conservation Reserve Program is now open for applications. There are 80 potential renewals for 2020 and 19 potential new signups. Brice will be attending a wetland team training on 12/18.

Nikki explained that Fairfield County has added a recommendation from the recruitment and retention committee to give a one-time service credit in the amount of \$1,000 to each full-time employee upon attainment of their 25th year of public service. Chris and Chad have both completed 25 years and will receive \$1,000 on the last pay in 2019 if approved.

Approve the addition to the County Compensation Plan of a one-time service credit of \$1,000 to full-time employees who complete 25 years of service.

Motion: Tim Second: Wendy All in favor

The purchase of marketing items was discussed. Items include fly swatters, pens, pet bowls, Padfolios for staff, huggles, and carabiners.

Approve the purchase of marketing items not to exceed \$2,800.

Motion: Tim Second: Wendy All in favor

Chad gave an update on the Hydrone equipment and the possibility of getting a drone. The rep from Precision Laser is coming to do a demo tomorrow at one of the Hunter's Run Conservancy dams. Options on purchasing was discussed. Chad will ask about getting an extended warranty on the used equipment. Chad attended a workshop on drones. CORSA now includes liability insurance for them. He discussed the different options and what would be best for us. Anyone flying the drone needs to have a "drone" pilot's license. He asked if the Board would approve staff to get their licenses (renew every two years) and then look at the purchase of the drone. The first person would be under \$200 and each staff member after that would be cheaper. The Board agreed to allow staff to get the licensure (all but Chris) before purchasing the drone.

Chris' computer monitor died and had to be replaced.

Approval of Inventory Retirement Form for Tag #15844 – LG 22" widescreen computer monitor.

Motion: Wendy Second: Tim All in favor

Motion to adjourn at 5:50 p.m.

Motion: Tim Second: Wendy All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Financial Report & Minutes by:

Christina Holt, Administrative Assistant