

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

Date: June 13, 2019

Location: 831 College Ave., Lancaster, Ohio

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

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

NRCS Staff: Dave Libben, Brice Shaw

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

Approval of minutes of May 9, 2019, Board Meeting

Motion: Matt Second: Tim All in favor

Approval of financial report for May 1 - 31, 2019

Motion: Tim Second: Linda All in favor

RECEIPTS

1,000 flags sold	100.00	Dist. Fund
1 plat book sold	20.00	“ “
Copies sold	2.00	“ “
Chad Berry – no-till drill rental (9 acres)	108.00	“ “
Mike Wolfe – fee & rental of no-till seeder (10.2 acres)	172.40	“ “
Ron Hedges – fee to rent no-till drill	50.00	“ “
Ron Hedges – drill rental (14.5 acres)	174.00	“ “
Vinton SWCD – Wayne National Forest reimb. for T. Springer time	1,288.01	“ “
Star Ohio – interest (April)	333.57	“ “
Micah Jensen – fee to rent no-till seeder	50.00	“ “
Micah Jensen – rental of no-till seeder (1.8 acres)	21.60	“ “
Jeff Tilley – no-till drill rental (7.5 acres)	55.20	“ “
Jordan Hatem – fee to rent no-till drill	50.00	“ “
Shea McFarland – fee to rent no-till seeder	50.00	“ “
Mark Boving – fee & rental of no-till drill (5.4 acres)	<u>114.80</u>	“ “
Total Receipts District Fund	\$2,589.58	
ODA, Soil & Water Conservation – May state match payment	\$ 12,542.00	Spec. Fund
ODNR, Division of Wildlife – wildlife specialist grant	14,400.00	“ “
City of Pickerington – MS4 program funds	<u>6,500.00</u>	“ “
Total Receipts Special Fund	\$33,442.00	

BILLS

Millersport Agri Service – Ck#5260 – repairs to no-till drill	1,050.75	Dist. Fund
Verizon Wireless – Ck#5261 – monthly bill (\$97.46 TSP;\$164.91 Urban)	262.37	“ “
Helena Agri Enterprises – Ck#5262 – chemicals for airport & Violet work	259.90	“ “
Lancaster Eagle-Gazette – Ck#5263 – monthly newspaper (June)	24.78	“ “
MASI – Ck#5264 – bottle order for sampling (shipping cost)	20.00	“ “
Vinton Co. National Bank – Ck#5265 – Visa bill (Equine workshop \$88.04; Supplies to wrap trees \$43.41)	131.45	“ “
Bob Boyd Ford – Ck#5266 – repairs to 2017 Dodge RAM	<u>1,110.76</u>	“ “
Total Expenses District Fund	\$2,860.01	
Salaries (5/10 & 5/24)	L-1 24,560.01	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	“	“
Workers Comp.	L-12	2,136.76	“	“
PERS	L-11	<u>3,438.42</u>	“	“
Total Salaries & Benefits \$40,805.49				
Treasurer State of Ohio – PO#4971 – additional owed for audit (AUP)	L-5	61.50	Spec. Fund	
Christina Holt – PO#5020 – reimb. petty cash fund	L-2	21.82	“	“
Lancaster Fairfield Chamber of Commerce – PO#5141 – 4 staff to 4/30 State of the County	L-9	60.00	“	“
Vinton Co. National Bank – PO#5183 – Visa bill (battery for 2013 GMC)	L-3	164.99	“	“
DLT Solutions – PO#5185 – AutoCAD renewal	L-3	2,044.70	“	“
Office Mart – PO#5186 – 1 box of copy paper	L-2	40.99	“	“
ODA, Division of Soil & Water Conservation – PO#5219 – C. Brown registration to Level 1 TDP	L-9	<u>330.00</u>	“	“
Total Expenses Special Fund (Purchase Orders) \$2,724.00				

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877 5/13 Monthly fuel bill	L-2		\$434.67	<i>Current Balance \$199.45</i>
BP America – Blanket PO#1873 5/7 Monthly fuel bill	L-2		\$119.98	<i>Current Balance \$483.16</i>
Time Warner Cable – Blanket PO#2225 5/14 Monthly business class service	L-5		\$104.98	<i>Current Balance \$104.98</i>

DISTRICT FUND BALANCES AS OF 5/31/19

\$323,378.69	Total balance in District Account		
	\$159,752.30 - Balance in Star Ohio		
	\$163,626.39 - Balance in District Checking Account		
\$199,694.59	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		
	\$60,200.22 - Current Staff Liabilities (comp & vacation leave) Assigned Funds		
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds		
\$123,684.10	Total undedicated funds		

PETTY CASH

Beginning Balance \$13.18
Ending Balance \$35.00

RECEIPTS

Check from special fund \$ 21.82

BILLS

None

SPECIAL FUND BALANCES AS OF 5/31/19:

Balance in Budgeted Appropriation Account - \$353,510.68

Balance in Special Account – \$374,787.59 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$12,537.00

Received to date - \$163,044.00

Special Fund Account Balances

L-1 Salaries \$197,350.34	L-10 Advertising \$3,740.15
L-2 Supplies \$6,745.89	L-11 PERS \$27,729.77
L-3 Equipment \$12,567.78	L-12 Worker’s Comp. \$2,727.24
L-4 Repair & Maintenance \$1,275.68	L-12a Unemployment \$10.00
L-5 Contract Services \$9,685.67	L-12a Medicare \$2,977.93
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$65,720.38
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$283.80
L-8 Scholarship \$50	L-13 Long Term Disability \$178.05
L-9 Travel Reimbursement \$5,548.00	

Vacation, Sick & Comp Leave Balances (as of 5/14/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	493.21	26.10	11.13	24
Nikki Drake	1189.10	554	20.65	0
Jonathan Ferbrache	360.60	239.65	11.01	24
Christina Holt	856.28	534.13	4.39	10.5
Chad Lucht	2510.16	468.20	.14	0
Tommy Springer	873.24	270.15	9.89	8

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (April) \$ 54.30

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/19:

\$247,779.35 Total Cash Balance
 \$2,251.50 - 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**

Tim gave an update on the nominating committee. Cindy Montoney is considering running for board. He will hopefully know by the next board meeting.

Dave gave the NRCS Report. He has eight applications between Fairfield and Hocking for CSP. CRP is open and has a cost share of 50%. Brice will be at pasture/ecology training in NC June 17-28.

Chris reviewed the proposed 2020 budget (Level 2) and estimated carryover. Discussion followed.

Approve the 2020 budget (Level 2) that includes a proposed 2.5% increase in salaries.

Motion: Tim Second: Linda All in favor

The audit report for years 2017-2018 that was conducted in May was reviewed and discussed.

Approval of audit report for years 2017-2018 and Linda to sign representation letter to Auditor of State.

Motion: Tim Second: Linda All in favor

The final invoice for the 2017-2018 audit was received in the amount of \$1,396.50 which brings the total cost of the audit to \$1,704.

Approve to pay the audit invoice in the amount of \$1,396.50

Motion: Linda Second: Tim All in favor

Nikki stated that staff "How-To" binders have been completed. There is an Area 5 Supervisors Only meeting being held on July 15, 2019, from 6 – 8 p.m.

Tommy reported that Jeff Burris with the ODNR Division of Wildlife is retiring at the end of June.

Motion to adjourn at 5:32 p.m.

Motion: Linda Second: Tim All in favor

Mark Boving, Chair

Matt Reese, Vice-Chair

Minutes & Financial Report by:

Christina Holt, Administrative Assistant