

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

Date: May 9, 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, Tommy Springer

NRCS Staff: Dave Libben

Others: Lindel Jackson, Hunter's Run Conservancy District

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

Approval of minutes of April 11, 2019, Board Meeting

Motion: Linda Second: Matt All in favor

Approval of financial report for April 1 - 30, 2019

Motion: Wendy Second: Linda All in favor

RECEIPTS

1,700 flags sold	170.00	Dist. Fund
1 plat book sold	20.00	“ “
Luther Frank – tile as-built plan	50.00	“ “
Josh Lude – reg. to 4/13 equine workshop (book & two lunches)	50.00	“ “
Nancy Bullock – reg. to 4/13 equine workshop (book & one lunch)	45.00	“ “
Michael Harmata – reg. to 4/13 equine workshop (book & one lunch)	45.00	“ “
Star Ohio – interest (March)	344.23	“ “
Kenny Mason – fee to rent no-till seeder	50.00	“ “
Liberty Township – DESC funds (04-19) January thru March 31, 2019	300.00	“ “
Violet Township – DESC funds (January-March 2019)	8,700.00	“ “
Jeff Tilley – fee to rent no-till drill	<u>50.00</u>	“ “
Total Receipts District Fund	\$9,824.23	
ODA, Soil & Water Conservation – April state match payment	\$ 12,542.00	Spec. Fund
County Appropriation – 2 nd half	<u>157,500.00</u>	“ “
Total Receipts Special Fund	\$170,042.00	

BILLS

Verizon Wireless – Ck#5254 – monthly bill (\$164.97 Urban funds; \$97.49 TSP)	262.46	Dist. Fund
Pickaway SWCD – Ck#5255 – share of costs for 2019 District 8 Science Fair	56.25	“ “
Lancaster Eagle-Gazette – Ck#5256 – monthly newspaper (May)	25.30	“ “
Vinton Co. National Bank – Ck#5257 – Visa bill (SSL mail certificate \$319.98; TVs as replacement monitors and cables; shelving for storage; misc. supplies for office and vehicles - \$2,093.70 from DCF fund)	2,135.66	“ “
Ohio Forage & Grassland Council – Ck#5258 – 17 notebooks for 4/13 Equine Workshop	680.00	“ “
Licking SWCD – Ck#5259 – trees & items for 2019 sale	<u>1,513.44</u>	“ “
Total Expenses District Fund	\$4,673.11	
Salaries (4/12 & 4/26)	L-1 24,560.00	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	\$38,668.72	
BW Tire Pickerington – PO#4120 – maintenance on 2013 & 2015 GMC, Element	L-3	111.85	Spec. Fund	
Treasurer of State of Ohio – PO#4125 – Agreed Upon Procedures for Audit	L-5	246.00	“	“
Key Blue Prints – PO#4199 – 2 rolls of paper for plotter	L-2	70.60	“	“
MNCO – PO#4245 – legal notice for financial report	L-10	44.45	“	“
Handle with Care IT – PO#4251 – quarterly maintenance agreement (\$384) & Level 2 remote for SSL certificate	L-5	454.00	“	“
Vinton Co. National Bank – PO#4468 – Visa bill (J. Ferbrache reg. to March 29 C.O.L.T. Spring meeting 2019)	L-9	110.00	“	“
Office Mart – PO#4472 – misc. office supplies	L-2	92.25	“	“
CORSA – PO#4478 – 2019-2020 CORSA Insurance Program Costs	L-5	5,778.00	“	“
Speedway SuperAmerica – added to blanket PO#1877	L-2	<u>600.00</u>	“	“
		Total Expenses Special Fund (Purchase Orders)	\$7,507.15	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2			
4/15 Monthly fuel bill		\$416.83		
			<i>Current Balance</i>	<i>\$634.12</i>
BP America – Blanket PO#1873	L-2			
4/8 Monthly fuel bill		\$21.82		
			<i>Current Balance</i>	<i>\$603.14</i>
Time Warner Cable – Blanket PO#2225	L-5			
4/15 Monthly business class service		\$104.98		
			<i>Current Balance</i>	<i>\$209.96</i>

DISTRICT FUND BALANCES AS OF 4/30/19

\$323,649.12	Total balance in District Account	
	\$159,418.73 - Balance in Star Ohio	
	\$164,230.39 - Balance in District Checking Account	
\$199,901.77	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	
	\$60,407.40 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$123,747.35	Total undedicated funds	

PETTY CASH

Beginning Balance \$13.18
Ending Balance \$13.18

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/19:

Balance in Budgeted Appropriation Account - \$397,040.17

Balance in Special Account – \$384,875.08 (Actual Cash)

2018/2019 STATE MATCH

Amount allocated - \$175,581.00

Outstanding balance (to be received in 2018/2019) - \$25,079.00

Received to date - \$150,502.00

Special Fund Account Balances

L-1 Salaries \$221,910.35	L-10 Advertising \$3,740.15
L-2 Supplies \$6,808.70	L-11 PERS \$31,168.19
L-3 Equipment \$14,777.47	L-12 Worker’s Comp. \$4,864.00
L-4 Repair & Maintenance \$1,275.68	L-12a Unemployment \$10.00
L-5 Contract Services \$9,747.17	L-12a Medicare \$3,307.73
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$76,004.74
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$317.04
L-8 Scholarship \$50	L-13 Long Term Disability \$200.95
L-9 Travel Reimbursement \$5,938.00	

Vacation, Sick & Comp Leave Balances (as of 4/26/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	484.01	16.9	15.76	24
Nikki Drake	1179.9	538.6	18.76	0
Jonathan Ferbrache	351.4	227.25	11.51	24
Christina Holt	847.08	546.23	4.39	10.5
Chad Lucht	2500.96	483.55	11.14	8
Tommy Springer	864.04	257.75	22.89	8

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 49.20

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/19:

\$247,725.05 Total Cash Balance
 \$2,197.20 - 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**

Lindel Jackson, recently appointed board member with Hunter's Run Conservancy District, was in attendance. He gave an update on accomplishments to date. He also discussed funding options and the possibility of contracting with the SWCD in the future.

Nikki reported that Wendy has decided to rerun for the board. Tim has a list of potential candidates and is working with his nominating committee, Joe Young and John Albert, to find an additional candidate. Farm Bureau has decided to hold their annual meeting on Tuesday, September 10 at The Mill and have asked if we would be interested in doing a joint meeting again. They would cover the cost of renting the venue. The SWCD would need to help with the rental of other items (linens, etc.) and meal cost for our attendees.

Dave gave the NRCS Report. He has three EQIP contracts preliminarily approved. The deadline for any new CSP contracts is Friday, May 10. He currently has four, with two of those being forestry. A pasture walk event was held at Joe Koehler's farm last night.

AutoCAD subscription renewal was discussed. This would be for two seats.

Approval to pay AutoCAD subscription renewal at a cost of \$2,044.70

Motion: Wendy Second: Linda All in favor

No-till drill repairs were recently needed.

Approval to pay Millersport Agri-Service for repairs to the no-till drill at a cost of \$1,050.75

Motion: Matt Second: Wendy All in favor

Nikki reviewed the 2019 annual plan of work.

Approve/adopt the 2019 Annual Plan of Work as presented

Motion: Linda Second: Matt All in favor

Tommy discussed the college scholarship. We only received one application this year from Noah Smith, a student at Amanda-Clearcreek. He will be studying plant pathology. Tommy will notify Noah that he was chosen to receive this year's scholarship.

Motion to adjourn at 5:36 p.m.

Motion: Wendy Second: Linda All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant