

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

Date: November 14, 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, Jonathan Ferbrache, Carrie Brown, Chris Holt, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

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

Approval of minutes of October 3, 2019, Board Meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for October 1 - 31, 2019

Motion: Linda Second: Wendy All in favor

RECEIPTS

Bill Newell – copy of tile plan	5.00	Dist. Fund
Doug Kitchen – fee to rent seeder (Hocking Hills Energy)	50.00	“ “
Brad Zwayer – fee for tile plan design	100.00	“ “
Star Ohio – interest (September)	294.13	“ “
David Steele – tile plan fee (40-AMA-19)	100.00	“ “
Chad Endsley – rental of no-till seeder (12.4 acres)	198.80	“ “
Walter Beatty – sediment & erosion control inspection fees (Rolling Hills Storage)	3,250.00	“ “
Roger Conrad – rental of no-till drill (3.7 acres)	44.40	“ “
Mike Wolfe – fee for tile plan design (37-LIB-19)	100.00	“ “
N&E Learning LLC – sediment & erosion control inspection fee (Violet Meadows Section 5, Phase 2)	3,900.00	“ “
Hunters Run Conservancy District – reimb. for chemicals (staff applied at dams)	<u>59.97</u>	“ “
Total Receipts District Fund	\$8,102.30	
ODA, Soil & Water Conservation - October state match payment	13,798.00	Spec. Fund
Total Receipts Special Fund	\$13,798.00	

BILLS

Auld Crafters – Ck#5287 – plaque for conservation partner of the year award	55.00	Dist. Fund
NASP, Inc. – Ck#5288 – extra bows for archery (DC Fund)	460.00	“ “
Forestry Suppliers – Ck#5289 – universal hitch for jet sled -used for Hunters Run	30.75	“ “
Verizon Wireless – Ck#5290 – monthly bill (\$98.19 TSP;\$166.37 Urban)	264.56	“ “
Chase – Auto – fee for 1 box of checks	20.00	“ “
Lancaster Eagle-Gazette – Ck#5291 – monthly newspaper subscription (Nov.)	27.30	“ “
Vinton Co. National Bank – Ck#5292 – Visa (Porta Kleen \$165 for Dist. 7 judging; kitchen supplies \$11.98)	176.98	“ “
EnviroCert International Inc. – Ck#5293 – J. Ferbrache CPESC renewal (1 year)	<u>140.00</u>	“ “
Total Expenses District Fund	\$1,174.59	
Salaries (10/1 & 10/25)	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	“ “
Workers Comp.	L-12 220.75	“ “
PERS	L-11 <u>3,438.42</u>	“ “
Total Salaries & Benefits	\$38,889.50	

Special Fund Account Balances

L-1 Salaries \$62,270.22	L-10 Advertising \$2,101.35
L-2 Supplies \$3,597.52	L-11 PERS \$8,818.46
L-3 Equipment \$10,448.26	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 \$1,150.86
L-6 Rentals/Lease \$12,620.00	L-13 Health Insurance \$14,298.58
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$100.98
L-8 Scholarship \$50	L-13 Long Term Disability \$52.10
L-9 Travel Reimbursement \$4,973.00	

Vacation, Sick & Comp Leave Balances (as of 10/25/19)

	Sick Leave	Vacation Leave	Comp Leave	Personal Leave
Carrie Brown	515.81	71.2	.63	0
Nikki Drake	1237.2	539.7	19.27	0
Jonathan Ferbrache	372.7	208.35	17.51	0
Christina Holt	892.88	519.58	1.39	0
Chad Lucht	2549.01	482.65	2.9	0
Tommy Springer	923.84	256.35	17.03	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September) \$ 52.65

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/19:

\$248,039.12 Total Cash Balance
 \$2,511.27 - 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. Program sign-ups are happening with no known deadlines. Brice is working on a backlog of HEL determinations in other areas. He has completed 130 this month. Dave is currently processing CSP payments. He and Brice are attending a multi-day CRP meeting next week.

Chris reviewed the 2020 Level 4 final budget.

Approve 2020 Level 4 final budget.

Motion: Wendy Second: Matt All in favor

Chris explained that there are transfers needed in the special fund to meet end of the year expenditures:

Approve the following account to account transfers in special fund:

\$500 from L-6 Rentals/Lease to L-5 Contractual Services

\$1,255.20 from L-1 Salaries to Vacation Payout

\$1,100 from L-6 Rentals/Lease to L-7 Specialized Services

\$6,500 from L-6 Rentals/Lease to L-13 Health Insurance

Motion: Matt Second: Linda All in favor

Approve payment of OFSWCD dues (\$3,887.40) and NACD dues (\$775).

Motion: Matt Second: Tim All in favor

Approve Wildlife Specialist agreement for 2019-2020, in the amount of \$14,400.

Motion: Linda Second: Wendy All in favor

Nikki explained the county GIS Aerial Imagery Project. The cost is \$710 per year for six years, a total cost of \$4,258.80.

Approve the cost of \$4,258.8 (\$710/year) for the County GIS Aerial Imagery Project.

Motion: Wendy Second: Linda All in favor

Chad gave an update on the HyDrone equipment purchase approved at the September board meeting. The HyDrone was delivered; however, it did not include the echo sounder. The rep sent an email stating that they could offer us a used echo sounder (one they rent out) for \$4,700. It was decided to send the boat part back and revisit the purchase in the spring with possibly a different vendor.

Nikki stated that the Area 5 winter meeting is scheduled for Wednesday, December 4 from 6-8 p.m. in Pickaway County. Let Chris know before Thanksgiving and she will get registrations in. Linda, Mark, and Tim will all attend. Matt and Wendy are unable to.

Into executive session to discuss personnel reviews at 5:38 p.m.

Motion: Matt Second: Wendy All in favor

A roll call vote was taken: Mark – yes; Linda – yes; Wendy – yes; Matt – yes; Tim – yes.

Linda had to leave the meeting at 6:20 p.m.

Out of executive session at 6:57 p.m.

Motion: Tim Second: Matt All in favor

A roll call vote was taken: Wendy – yes; Matt – yes; Tim – yes; Mark – yes.

Approve the following staff increases effective the pay period beginning December 7. This follows the County Compensation Plan adopted by the Board at the August 8, 2019, board meeting.

Nikki – 5%, Jonathan – 3%, Carrie – 2%, Chad – 3%, Tommy – 3%, Chris – 3%

Motion: Tim Second: Wendy All in favor

A roll call vote was taken: Matt – yes; Tim – yes; Mark – yes; Wendy – yes.

Approve updates to all employee position descriptions. Chris Holt's job title changed from Administrative Assistant to Fiscal Coordinator.

Motion: Wendy Second: Tim All in favor

Motion to adjourn at 7:05 p.m.

Motion: Tim Second: Matt All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Financial Report & Minutes by:

Christina Holt, Administrative Assistant