

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

Date: October 3, 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, 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 September 10, 2019, Board Meeting

Motion: Wendy Second: Tim All in favor

Approval of financial report for September 1 - 30, 2019

Motion: Tim Second: Matt All in favor

RECEIPTS

800 flags sold	80.00	Dist. Fund
24 annual meeting tickets sold (21 adults, 3 children)	337.50	“ “
Dave Cain – fee for tile plan GPS as-built only (Sheets)	50.00	“ “
Roger Conrad – fee to rent no-till drill	50.00	“ “
Bob Garvin – fee to rent no-till drill	50.00	“ “
Dale Decker – rental of no-till drill (19.8 acres)	237.60	“ “
Star Ohio – interest (August)	309.33	“ “
Craig Goodman – no-till drill rental (8.6 acres)	103.20	“ “
Violet Township – pesticide work (chemicals & staff time)	<u>3,846.62</u>	“ “
Total Receipts District Fund	\$5,064.25	
ODA, Soil & Water Conservation - September state match payment	13,798.00	Spec. Fund
Total Receipts Special Fund	\$13,798.00	

BILLS

Ink My Logo – Ck#5279 – name badges for L. Claypool & C. Brown	37.44	Dist. Fund
Scioto Sign Co. Inc. – Ck#5280 – cooperator sign for Endsley	30.06	“ “
Verizon Wireless – Ck#5281 – monthly bill (\$98.19 TSP;\$166.37 Urban)	264.56	“ “
Kristen Reese – Ck#5282 – meal for 2019 annual meeting (58 adults,3 children)	773.50	“ “
BW Tire Pickerington – Ck#5283 – tire repair on chipper borrowed from Violet Twp. to do Hunters Run Conservancy District work	14.95	“ “
Lancaster Eagle-Gazette – Ck#5284 – monthly newspaper subscription (Oct.)	24.36	“ “
Sunrise Cooperative – Ck#5285 – chemicals for work with Hunters Run Conservancy	39.98	“ “
Bob Garvin – Ck#5286 – reimb. fee for drill rental as he could not get drill to plant	<u>50.00</u>	“ “
Total Expenses District Fund	\$1,234.85	
Salaries (9/13 & 9/27)	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	“ “
PERS	L-11 <u>3,438.42</u>	“ “
Total Salaries & Benefits	\$38,668.73	
CDW Government – PO#7718 – Microsoft Office 365 for 6 computers	L-3 796.74	Spec. Fund
MASI – PO #7719 - County MS4 water tests	L-5 289.22	“ “
BP America – added to blanket PO#1873	L-2 500.00	“ “
BW Tire Pickerington LTD – PO#7882 – oil changes and tire rotations on	L-3 399.87	“ “

Dodge RAM and Honda Element; replace hatch lift supports on Element				
MNCO – PO#7911 – legal notice for board of supervisor’s election	L-10	109.35	“	“
Vinton Co. National Bank – PO#7912 – Visa bill (2 SATA drives from Newegg & Lacie drive for server from Amazon)	L-3	378.92	“	“
Vinton Co. National Bank – PO#7913 – Visa (wiper blades for 2013 GMC and Element; 3 portable battery charges; laptop battery for CL)	L-2	<u>205.15</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$2,679.25		

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877 9/11 Monthly fuel bill	L-2	\$313.39		<i>Current Balance \$656.21</i>
BP America – Blanket PO#1873 9/11 Monthly fuel bill	L-2	\$184.85		<i>Current Balance \$428.58</i>
Time Warner Cable – Blanket PO#6108 9/13 Monthly business class service	L-5	\$104.98		<i>Current Balance \$209.96</i>

DISTRICT FUND BALANCES AS OF 9/30/19

\$330,413.58	Total balance in District Account		
	\$161,057.93 - Balance in Star Ohio		
	\$169,355.65 - Balance in District Checking Account		
\$198,313.62	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		
	\$58,819.25 - Current Staff Liabilities (comp & vacation leave) Assigned Funds		
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds		
\$132,099.96	Total undedicated funds		

PETTY CASH

Beginning Balance \$20.39
Ending Balance \$19.03

RECEIPTS

None

BILLS

1 newsletter returned \$1.36

SPECIAL FUND BALANCES AS OF 9/30/19:

Balance in Budgeted Appropriation Account - \$168,491.14
Balance in Special Account – \$305,050.45 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00 Outstanding balance (to be received in 2019/2020) - \$182,675.00
Received to date - \$99,891.00

Special Fund Account Balances

L-1 Salaries \$86,830.25	L-10 Advertising \$2,101.35
L-2 Supplies \$4,067.40	L-11 PERS \$12,256.88
L-3 Equipment \$10,448.26	L-12 Worker's Comp. \$2,665.30
L-4 Repair & Maintenance \$998.79	L-12a Unemployment \$10.00
L-5 Contract Services \$897.09	L-12a Medicare \$1,480.66
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$24,582.94
L-7 Specialized Services \$3,800.00	L-13 Life Insurance \$134.22
L-8 Scholarship \$50	L-13 Long Term Disability \$75.00
L-9 Travel Reimbursement \$4,973.00	

Vacation, Sick & Comp Leave Balances (as of 9/27/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>
Carrie Brown	510.11	67.5	20.88	8
Nikki Drake	1228.75	524.3	22.52	0
Jonathan Ferbrache	373	224.95	18.51	7
Christina Holt	884.93	506.18	.64	0
Chad Lucht	2539.81	467.25	6.9	0
Tommy Springer	914.64	243.95	8.9	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (August) \$ 50.95

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/19:

\$247,986.47 Total Cash Balance
 \$2,458.62 - 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. There are 40 new CRP applications with 17 new program contracts. The District 7 land judging event was held on 10/1 at Dave Brandt's with 16 schools participating.

Nikki gave an update on the MS4 agreement with the Village of Lithopolis. The prosecutor has reviewed and had no changes. It is now being reviewed by the Village of Lithopolis. Since it was previously approved by the board pending review by both the prosecutor and Village, Mark can sign the agreement when we receive it back if there are no additional changes.

Chris explained that Bob Garvin rented the no-till drill and had issues planting; he couldn't get the seed to feed through. He ended up bringing it back the same day and put no acreage on it.

Approve refunding Bob Garvin the \$50 fee he paid for the rental of the no-till drill.

Motion: Tim Second: Wendy All in favor

Nikki is in the process of updating the business plan. Our annual plan will be completed after the first of the year, after board reorganization. She will also be conducting employee reviews before the November meeting.

Motion to adjourn at 5:11 p.m.

Motion: Matt Second: Linda All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Financial Report & Minutes by:

Christina Holt, Administrative Assistant