

FAIRFIELD SOIL AND WATER CONSERVATION DISTRICT  
SPECIAL BOARD OF SUPERVISOR'S MEETING MINUTES

**Date:** September 10, 2019

**Location:** The Mill Event Center, 431 S. Columbus Street, Lancaster, OH

**Board of Supervisors in attendance:** Mark Boving, Linda Claypool, Wendy LaRue, Matt Reese, Tim White

**District Staff:** Carrie Brown, Nikki Drake, Jonathan Ferbrache, Christina Holt, Chad Lucht, Tommy Springer

**Others:** Cody Hacker, ODA Program Specialist

Meeting called to order at 7:26 p.m. by Mark Boving.

Nikki presented the 2018 Cooperator of the Year award to Chad Endsley (Endsley Family Farm) who was in attendance with his family.

Tommy presented Connie Smith, Program Assistant with The Ohio State University Extension, with the 2018 Conservation Educator of the Year award. Tommy also recognized Noah Smith, the recipient of the 2019 SWCD college scholarship, who was in attendance.

Jonathan presented the 2018 Conservation Partner of the Year Award to Fairfield County Emergency Management Agency and Special Ops Teams. Jon Kochis was in attendance to accept the award. Lindel Jackson also spoke on the Hunter's Run Conservancy District regarding partner agencies.

**Approval of minutes of August 8, 2019, Board meeting**

Motion: Tim      Second: Matt      All in favor

**Approval of financial report for August 1 - 31, 2019**

Motion: Tim      Second: Linda      All in favor

**RECEIPTS**

1 plat book sold	20.00	Dist. Fund
13 annual meeting tickets sold	195.00	“ “
Mark Pontius – rental of no-till drill (.8 acres)	9.60	“ “
Violet Township – DESC funds (April – June 2019)	2,700.00	“ “
Dale Decker – fee to rent no-till drill	50.00	“ “
Craig Goodman – fee to rent no-till drill	50.00	“ “
Christian Hoffman – no-till seeder rental (.7 acres)	8.40	“ “
Star Ohio – interest (July)	<u>329.55</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$3,362.55</b>	
ODA, Soil & Water Conservation - July/August state match payment	86,093.00	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$86,093.00</b>	

**BILLS**

Verizon Wireless – Ck#5274 – monthly bill (\$97.60 TSP;\$165.19 Urban)	262.79	Dist. Fund
USPS – Ck#5275 – postage to mail August newsletter	272.63	“ “
Lancaster Eagle-Gazette – Ck#5276 – monthly newspaper (September)	25.09	“ “
Vinton Co. National Bank – Ck#5277 – Visa bill (2 bottles of ammonia test strips)	49.58	“ “
ODA – Ck#5278 – 4 staff pesticide licenses and business license (DCF)	<u>175.00</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$785.09</b>	
Salaries (8/2, 8/16 & 8/30)	L-1 36,840.02	Spec.Fund
Health Insurance	L-13 10,284.36	“ “
Life Insurance	L-13 49.86	“ “
Medicare	L-12a 507.87	“ “
Long-Term Disability (match on employees who elect coverage)	L-13 34.35	“ “

PERS	L-11	<u>5,157.63</u>	“	“
		<b>Total Salaries &amp; Benefits</b>	<b>\$52,874.09</b>	
ODA, Division of Soil & Water – PO#7007 – C. Brown TDP registration	L-9	60.00	Spec. Fund	
Vinton Co. National Bank – PO#7216 – Visa (battery for Honda Element)	L-3	151.39	“	“
HFM Publications – PO#7217 – 2 ad spots in Lancaster & Pickerington calendars	L-10	300.00	“	“
Ohio State University – PO#7241 – C. Brown registration to 8/29-8/30 Precision Ag Conference	L-9	190.00	“	“
Speedway SuperAmerica – added to blanket PO#1877	L-2	1,000.00	“	“
CDW Government – PO#7372 – MS Windows Pro Software for computers	L-3	392.60	“	“
North End Press – PO#7514 – printing of August newsletter	L-10	1,229.45	“	“
Handle With Care – PO#7519 – Level 1 IT assistance (upgrading computers)	L-5	276.00	“	“
ODA, Division of Soil & Water – PO#7596 – C. Holt & N. Drake to ADP Training	L-9	325.00	“	“
Key Blue Prints Inc. – PO#7598 – 2 rolls of 34x300 inkjet plotter bond paper	L-2	<u>75.60</u>	“	“
		<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$4,000.04</b>	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2			
8/13 Monthly fuel bill		\$307.67		
			<i>Current Balance</i>	<i>\$969.60</i>
BP America – Blanket PO#1873	L-2			
8/8 Monthly fuel bill		\$128.95		
			<i>Current Balance</i>	<i>\$113.43</i>
Time Warner Cable – Blanket PO#6108	L-5			
8/13 Monthly business class service		\$104.98		
			<i>Current Balance</i>	<i>\$314.94</i>

DISTRICT FUND BALANCES AS OF 8/31/19

\$326,584.18	Total balance in District Account	
	\$160,748.60 - Balance in Star Ohio	
	\$165,835.58 - Balance in District Checking Account	
\$196,330.73	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) <b>Restricted Funds</b>	
	\$258.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$191.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$56,836.36 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$130,253.45	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00  
Ending Balance \$20.39

RECEIPTS

None



\$82,758.70 – Engineering Program Funds **Committed Funds**

\$116,205.67 - Urban Program Funds **Committed Funds**

Cody announced that Wendy LaRue was re-elected to serve another 3-year term. More information about H20 will be coming out soon.

Chris reported that one of the portable server hard drives was no longer working and a new one was purchased to replace it.

**Approval of Inventory Retirement Form for Tag #15902 – Lacie Desktop Hard Drive.**

Motion: Tim Second: Matt All in favor

Chad explained how we are currently doing sediment studies; by boat and with Susan Grover, NRCS Geologist, and her equipment. We have had issues in the past with the boat not being able to move easily due to conditions and problems with equipment working correctly. He has researched a HyDrone-RCV Remote Control Survey Boat Platform that you place on the water and runs by remote control. Staff safety is always a concern, and this would keep staff from having to be in the boat on the water. There was discussion on the possibility of charging for service in the future.

**Approval to purchase a HyDrone-RCV Portable Remote Control Survey Boat at a cost of \$6,750.**

Motion: Matt Second: Wendy All in favor

**Motion to Adjourn at 7:58 p.m.**

Motion: Tim Second: Linda All in favor

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Mark Boving, Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Administrative Assistant