

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

Date: January 9, 2020

Location: 831 College Ave., Suite B, Lancaster, Ohio

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

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

NRCS Staff: Dave Libben, Brice Shaw

Wendy was not in attendance so she will be sworn in at the February board meeting.

Meeting called to order at 5:16 p.m. by Chair Mark Boving.

The Board reorganization took place. *Matt made a motion to nominate Mark Boving for Chair. Tim seconded. A roll call vote was taken: all in favor.* Motion carried. Mark Boving was elected Board Chair for 2020.

Tim made a motion to nominate Matt for Vice-Chair. Linda seconded. A roll call vote was taken: all in favor. Motion carried. Matt was elected Board Vice-Chair/Backup Treasurer for 2020.

Tim made a motion to nominate Linda as Treasurer. Matt seconded. A roll call vote was taken: all in favor. Motion carried. Linda was elected Board Treasurer-Fiscal Agent for 2020.

Linda made a motion to nominate Wendy as Secretary. Tim seconded. A roll call vote was taken: all in favor. Motion carried. Wendy was elected Board Secretary for 2020.

Therefore, the 2020 Board positions are as follows:

Chair – Mark Boving
Vice-Chair/Backup Treasurer – Matt Reese
Treasurer-Fiscal Agent – Linda Claypool
Secretary – Wendy LaRue
Member – Tim White

Approval of minutes of December 12, 2019, Board Meeting & Records Commission Meeting

Motion: Matt Second: Linda All in favor

Approval of financial report for December 1 - 31, 2019

Motion: Tim Second: Matt All in favor

RECEIPTS

1 2012 plat book sold	5.00	Dist. Fund
Max Miller – 2020 affiliate membership	75.00	“ “
Hugus Fruit Farm – 2020 affiliate membership	75.00	“ “
Ruff Farms – 2020 affiliate membership	75.00	“ “
Seals Construction – 2020 affiliate membership	75.00	“ “
Park National Bank – 2020 affiliate membership	35.00	“ “
Pappy’s Feed Store – 2020 affiliate membership	75.00	“ “
C&C Farms & Excavating – 2020 affiliate membership	75.00	“ “
Millersport Agri-Service – 2020 affiliate membership	75.00	“ “
Farm Credit Mid America – 2020 affiliate membership	75.00	“ “
Star Ohio – interest (November)	252.90	“ “
Faler Feed Store – 2020 affiliate membership	75.00	“ “
Saum Farms – tile as-built plan #50-HOC-19	50.00	“ “

Sunrise Cooperative – 2020 affiliate membership	75.00	“	“
Dave Cain Excavating – 2020 affiliate membership	75.00	“	“
David Mast – tile plan design fee	100.00	“	“
Clark Sheets – no-till seeder rental (2 acres)	<u>24.00</u>	“	“
Total Receipts District Fund	\$1,291.90		
ODA, Soil & Water Conservation - December state match payment	13,798.00	Spec. Fund	
Reincumbered – BP America (monthly fuel bills)	263.95	“	“
Reincumbered – Speedway SuperAmerica (monthly fuel bills)	<u>102.32</u>	“	“
Total Receipts Special Fund	\$14,164.27		

BILLS

EnviroCert International Inc. – Ck#5297 – CPESC renewal (C. Lucht) DCF fund	140.00	Dist. Fund	
Pickerington Area Chamber of Commerce – Ck#5298 – 2020 membership dues	175.00	“	“
Verizon Wireless – Ck#5299 – monthly bill (\$135.68 TSP;\$166.37 Urban)	302.05	“	“
Lancaster Eagle-Gazette – Ck#5300 – monthly newspaper subscription (Jan.)	25.30	“	“
U.S.P.S. – Ck#5301 – postage to mail December newsletter	271.76	“	“
Time Warner Cable – Ck#5302 – monthly business class service	104.98	“	“
Lancaster Fairfield Chamber of Commerce – Ck#5303 – 2020 membership dues	300.00	“	“
Vinton Co. National Bank – Ck#5304 – Visa (new battery for JF cell phone \$49.99; Amazon \$357.24 binder & spines, phone cord, computer mice)	407.23	“	“
Noah Smith – Ck#5305 – recipient of the 2019 college scholarship	500.00	“	“
Ohio Department of Agriculture – Ck#5306 – Dealer in Nursery Stock license (1 yr.)	125.00	“	“
HFM Publications – Ck#5307 – 1/8 page ad in 2020-21 Pickerington Chamber Business & Community Resource Guide	<u>180.00</u>	“	“

Total Expenses District Fund \$2,531.32

Salaries (12/6 & 12/20)	L-1 26,560.01	Spec.Fund	
Health Insurance	L-13 10,490.16	“	“
Life Insurance	L-13 21.90	“	“
Medicare	L-12a 376.46	“	“
Vacation Leave Payout - ND	1,255.20	“	“
PERS	L-11 <u>3,438.42</u>	“	“

Total Salaries & Benefits \$42,142.15

Office Mart – PO#9511 – misc. office supplies	L-2 358.15	Spec. Fund	
MT Business Tech. Inc. – PO#9546 – copier maintenance base (12/3/19-3/2/20) & color (9/3-12/2/19)	L-4 267.79	“	“
Christina Holt – PO#9563 – replenish petty cash	L-2 18.71	“	“
U.S.P.S. – PO#9580 – stamps (40-\$1; 120-\$.55; 80-\$.35; 80-\$.15)	L-2 146.00	“	“
Vinton Co. National Bank – PO#9678 – Visa (JF & CB to WMAO mtg.; 6 Board/staff to Area 5 Winter mtg.)	L-9 565.00	“	“
Vinton Co. National Bank – PO#9679 – Visa (TV purchased at Best Buy for CH computer monitor)	L-3 149.99	“	“
North End Press – PO#9680 – December newsletter	L-10 <u>1,222.65</u>	“	“

Total Expenses Special Fund (Purchase Orders) \$2,728.29

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1877	L-2		
12/11 Monthly fuel bill		\$267.63	
		<i>Current Balance \$102.32</i>	
BP America – Blanket PO#1873	L-2		
12/9 Monthly fuel bill		\$164.63	
		<i>Current Balance \$263.95</i>	

DISTRICT FUND BALANCES AS OF 12/31/19

\$344,220.77 Total balance in District Account
 \$161,886.19 - Balance in Star Ohio
 \$182,334.58 - Balance in District Checking Account
 \$209,203.49 Amount to be used only for the following programs/grants/etc.:
 \$70,448.49 - Sediment & Erosion Control Inspection Fees – RPC projects
 (Any unused amount is returned) **Restricted Funds**
 \$93.17 – Amount that can be used for a project utilizing the following funds:
 \$66.36 – Mall Wetland Sign Funds **Assigned Funds**
 \$26.81 – Land Lab Funds (Quail Unlimited donation) **Assigned Funds**
 \$2,255.84 – Clear Creek Funds **Restricted Funds**
 \$62,724.12 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
 \$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$135,017.28 Total undedicated funds

PETTY CASH

Beginning Balance \$16.29
 Ending Balance \$35.00

RECEIPTS

Check from Special Fund – Supplies \$18.71

BILLS

None

SPECIAL FUND BALANCES AS OF 12/31/19:

Balance in Budgeted Appropriation Account - \$39,326.53
 Balance in Special Account – \$218,987.54 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00 Outstanding balance (to be received in 2020) - \$141,281.00
 Received to date - \$141,285.00

Special Fund Account Balances

L-1 Salaries \$9,894.98	L-10 Advertising \$878.70
L-2 Supplies \$2,914.73	L-11 PERS \$1,941.62
L-3 Equipment \$10,248.32	L-12 Worker’s Comp. \$2,444.55
L-4 Repair & Maintenance \$476.24	L-12a Unemployment \$10.00
L-5 Contract Services \$493.09	L-12a Medicare \$444.60
L-6 Rentals/Lease \$5,020.00	L-13 Health Insurance \$24.06
L-7 Specialized Services \$37.60	L-13 Life Insurance \$45.84
L-8 Scholarship \$50	L-13 Long Term Disability \$29.20
L-9 Travel Reimbursement \$4,373.00	Vacation Payout \$0

Vacation, Sick & Comp Leave Balances (as of 12/20/19)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	518.21	89.6	20.13	0	0
Nikki Drake	1255.60	530.5	23.27	0	0
Jonathan Ferbrache	373.10	222.90	17.51	0	0
Christina Holt	888.53	536.63	4.39	0	0
Chad Lucht	2517.16	513.45	19.27	0	48
Tommy Springer	942.24	281.15	7.28	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 49.28

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/19:

\$248,141.07 Total Cash Balance
\$2,613.22 - 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**

There were no public comments.

The nominating committee for 2020 was discussed. Mark appointed Wendy as Chair of the nominating committee. Wendy will need to select two individuals to join her on the committee.

Dave gave the NRCS Report. Brice is now a certified conservation planner.

The Ohio Ethics Law was reviewed along with MOU's.

The Operational Policy Book was discussed and reviewed. There were some changes: remove the “Annual Salary Schedule” from 1998 as it is now addressed in the employment policy with the Co. Compensation Plan; remove the “Proper Public Purpose Policy” as it is included in the Employment policy now. There are a few changes needed to the Employment Policy: Chris’ job title change throughout, and the clarification of SWCD employees as unclassified (changes made to the political activity policy).

Approval of Operational Policy Book and changes to Employment Policy.

Motion: Matt Second: Tim All in favor

The Equipment Inventory List was discussed and reviewed.

Approve the Equipment Inventory List as of 12/31/2019.

Motion: Tim Second: Matt All in favor

Nikki asked any board member interested in getting a shirt with the District logo to bring one in by the next board meeting and she will pay to have the logo put on it.

Jonathan explained that three tributaries to Walnut Creek were recently named (Pickering Creek, Mingwe and Fox Run). Most of the staff of the partners that were involved in the beginning of the process (started two years ago) are no longer around. He is asking the board to approve the purchase of signs, posts and hardware (not to exceed \$1,500) for the Pickering Creek, pending agreement with partners to install them.

Approve the purchase of signs, posts and hardware to mark Pickering Creek, not to exceed \$1,500, and pending an agreement to install.

Motion: Tim Second: Linda All in favor

Chad passed around some of the marketing items that the board approved for purchase at last month's meeting.

Chad discussed a situation with failing septic systems that are affecting housing developments in Violet Township, which is an MS4 community. One developer is wanting to proceed with the next phase of the development and is wanting a resolution to the issue. The issue is new subdivisions are being built near subdivisions with older homes that have septic systems going into a field tile. The County Engineer does not want them to be tied into the storm drain system. A developer has expressed the potential for a lawsuit in the future. There may need to be a Board to Board letter to address pollution concerns in the county. Health Department is not forcing homeowners with known septic failures to tie into central sewer near property.

Nikki mentioned a few dates. February 4 is a new supervisor training if any of the board is interested. February 23-25 is the OFSWCD Annual Partnership meeting in Columbus.

Motion to adjourn at 5:58 p.m.

Motion: Linda Second: Matt All in favor

Mark Boving, Chair

Matt Reese, Vice Chair

Minutes & Financial Report by:

Christina Holt, Administrative Assistant