

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

**Date:** April 9, 2020

**Location:** Held by teleconference due to the Covid-19 pandemic

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

**District Staff:** Carrie Brown, Nikki Drake, 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 March 12, 2020, Board Meeting**

Motion: Matt Second: Wendy

Mark – yes; Linda – yes; Wendy – yes; Matt – yes; Tim – yes. All in favor

**Approval of financial report for March 1 - 31, 2020**

Motion: Tim Second: Linda

Linda – yes; Wendy – yes; Matt – yes; Tim – yes; Mark - yes. All in favor

RECEIPTS

132 wildlife packets sold	\$ 1,410.00	Dist. Fund
9 plat books sold (8-2020; 1-2012)	165.00	“ “
300 flags sold	30.00	“ “
Gene Lones – tile plan design fee (1-RIC-20)	100.00	“ “
Star Ohio – interest (February)	227.67	“ “
Jon Miller – tile plan design fee	<u>100.00</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$2,032.67</b>	
ODA, Soil & Water Conservation - March state match payment	13,798.00	Spec. Fund
ODA – AEPP inspections	4,800.00	“ “
County Commissioners – 2 <sup>nd</sup> half allocation	<u>160,650.00</u>	“ “
<b>Total Receipts Special Fund</b>	<b>\$179,248.00</b>	

BILLS

Verizon Wireless – Ck#5320 – monthly bill (\$135.61 TSP;\$166.23 Urban) DCF	\$ 301.84	Dist. Fund
Chase – Auto – 1 box of duplicate deposit slips	32.00	“ “
Lancaster Eagle-Gazette – Ck#5321 – monthly newspaper subscription (April)	25.30	“ “
Millersport Agri-Service – Ck#5322 – repairs to no-till seeder	486.32	“ “
Fairfield Co. 4-H Advisory Committee – Ck#5323 – Camp Canopy sponsorship	<u>335.00</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$1,180.46</b>	
Salaries (3/13 & 3/27)	L-1 25,368.01	Spec.Fund
Health Insurance	L-13 10,490.16	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 340.98	“ “
PERS	L-11 <u>3,551.51</u>	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$39,772.56</b>	
MT Business Tech – PO#3384 – S staples for copier	L-2 51.50	Spec. Fund
Vinton Co. National Bank – PO#3656 – Visa bill (C. Lucht & J. Ferbrache reg. to 2020 OH Storm Water Mgmt. & Drainage Conference; 4 staff & 1 board reg. to Annual Partnership Meeting; C. Brown reg. to Conservation Tillage & Technology Conference)	L-9 1,083.00	“ “
MT Business Tech – PO#3657 – copier maintenance base charge (3/3-6/2) & excess color charges	L-4 433.38	“ “

OFSWCD – PO#3690 – donation for Envirothon through Don Rehl	L-8	50.00	“	“
BW Tire Pickerington – PO#3728 – oil change on Honda Element	L-3	<u>25.95</u>	“	“
<b>Total Expenses Special Fund (Purchase Orders)</b>		<b>\$1,643.83</b>		

**PURCHASE ORDERS**

Speedway SuperAmerica – Blanket PO#1379	L-2			
3/11                      Monthly fuel bill		\$284.33		
			<i>Current Balance \$91.55</i>	
BP America – Blanket PO#1359	L-2			
3/11                      Monthly fuel bill		\$50.95		
			<i>Current Balance \$679.13</i>	
Time Warner Cable – Blanket PO#1376	L-5			
3/13                      Monthly business class service		\$106.98		
			<i>Current Balance \$310.94</i>	

**DISTRICT FUND BALANCES AS OF 3/31/20**

\$368,646.38 Total balance in District Account

    \$162,615.88 - Balance in Star Ohio

    \$206,030.50 - Balance in District Checking Account

\$218,740.85 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**

    \$67,660.89 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

    \$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$149,905.53 Total undedicated funds

**PETTY CASH**

Beginning Balance \$24.17

Ending Balance \$23.55

**RECEIPTS**

None

**BILLS**

1 newsletter returned .62

**SPECIAL FUND BALANCES AS OF 3/31/20:**

Balance in Budgeted Appropriation Account - \$444,425.38

Balance in Special Account – \$502,107.87 (Actual Cash)

**2019/2020 STATE MATCH**

Amount allocated - \$282,566.00                      Outstanding balance (to be received in 2020) - \$41,390.00

Received to date - \$241,176.00

## Special Fund Account Balances

L-1 Salaries \$256,211.91	L-10 Advertising \$4,176.40
L-2 Supplies \$4,890.48	L-11 PERS \$36,569.71
L-3 Equipment \$4,392.61	L-12 Worker's Comp. \$5,200.00
L-4 Repair & Maintenance \$1,066.62	L-12a Unemployment \$10.00
L-5 Contract Services \$17,276.12	L-12a Medicare \$3,793.13
L-6 Rentals/Lease \$0	L-13 Health Insurance \$96,529.52
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$384.30
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$2,224.58	

## Vacation, Sick & Comp Leave Balances (as of 3/27/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	542.41	121.80	23.13	24	0
Nikki Drake	1279.80	578.90	23.02	32	0
Jonathan Ferbrache	373.80	256.80	3.76	25.75	0
Christina Holt	912.98	563.28	1.39	32	0
Chad Lucht	2542.36	487.35	14.27	32	40.75
Tommy Springer	974.44	294.55	9.28	32	0

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (February) \$ 47.61

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/20:

\$248,295.77 Total Cash Balance  
 \$2,767.92 - 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.

Wendy reported that she needs another member for the nominating committee, and she is hoping to fill that tomorrow. Neither Mark nor Tim are rerunning.

Dave gave the NRCS Report. Due to the Covid-19, Brice is working in the Lancaster office and Dave is working in the Logan office. They are still doing field work and moving forward with programs. They currently have 39 EQIP applications that are pending/eligible; 9 new CSP contracts; 2 renewal CSP contracts; 29 general CRP contracts; 12 new CRP offers submitted.

CORSA insurance invoice was received. This year's bill is \$5,745.

**Approve the payment of the CORSA insurance bill in the amount of \$5,745.**

Motion: Tim Second: Wendy

Wendy – yes; Matt – yes; Tim – yes; Mark – yes; Linda – yes. All in favor

A new Memorandum of Agreement for Deposit of Funds with the Vinton Co. National Bank was received. This new agreement is for the period beginning October 1, 2018 and ending September 30, 2023.

**Approve the Memorandum of Agreement for Deposit of Funds with the Vinton Co. National Bank**

Motion: Matt Second: Linda

Matt – yes; Tim – yes; Mark – yes; Linda – yes; Wendy - yes. All in favor

The county released their personnel policy, so Nikki added the updates to the SWCD Employment Policy. Changes include: added the Live the Code commissioners' message; compensation plan wording additions and one-time service credit payment for employees with 25 years of public service (was approved for Chad and Chris late last year); travel and expense reimbursement clarifies deadline for submittal; Section 3:10 rehiring retired OPERS members was removed; payment upon separation of service added paragraph B allowing for sick leave payout of up to 60 days upon the death of an employee.

**Approve the 2020 Fairfield SWCD Employment Policy with changes as presented.**

Motion: Matt Second: Tim

Tim – yes; Mark – yes; Linda – yes; Wendy – yes; Matt - yes. All in favor

Chad recently completed 19 years of service and Chris completed 24 years of service with Fairfield SWCD.

H2Ohio was discussed. Due to the Covid-19 pandemic, funding will likely be reevaluated.

Nikki discussed a situation with a county resident that wants to name a stream after themselves. After looking at guidelines, the family does not meet the requirements to do so.

**Motion to adjourn at 5:12 p.m.**

Motion: Matt Second: Linda

Mark – yes; Linda – yes; Wendy – yes; Matt – yes; Tim – yes. 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, Fiscal Coordinator