

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

Date: February 13, 2020

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

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

District Staff: Nikki Drake, Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

Wendy was sworn in by Mark Boving prior to the meeting.

Meeting called to order at 4:58 p.m. by Chair Mark Boving.

Approval of minutes of January 9, 2020, Board Meeting

Motion: Tim Second: Wendy All in favor

Approval of financial report for January 1 - 31, 2020

Motion: Matt Second: Linda All in favor

RECEIPTS

Aaron Kull – 2020 affiliate membership	75.00	Dist. Fund
Star Ohio – interest (December)	253.88	“ “
Lou Hintz – tile plan design fee (48-BER-19)	100.00	“ “
Copies sold	20.00	“ “
Saum Farm – GPS tile as-built survey (Betts)	<u>50.00</u>	“ “
Total Receipts District Fund	\$498.88	
ODA, Soil & Water Conservation - January state match payment	72,295.00	Spec. Fund
2020 County Appropriation (half)	<u>160,650.00</u>	“ “
Total Receipts Special Fund	\$232,945.00	

BILLS

Verizon Wireless – Ck#5308 – monthly bill (\$135.68 TSP;\$166.37 Urban) DCF	302.05	Dist. Fund
Ink My Logo – Ck#5309 – marketing items (DCF fund)	2,498.42	“ “
Fairfield Federal – Ck#5310 – lock box fee – 1 year	30.00	“ “
Lancaster Eagle-Gazette – Ck#5311 – monthly newspaper subscription (Feb.)	25.30	“ “
Vinton Co. National Bank – Ck#5312 – Visa (pilot course for 5 staff \$425; GoDaddy \$939.40)	<u>1,364.40</u>	“ “
Total Expenses District Fund	\$4,220.17	
Salaries (1/3, 1/17 & 1/31)	L-1 38,052.06	Spec.Fund
Health Insurance	L-13 10,490.16	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 524.91	“ “
PERS	L-11 <u>5,327.27</u>	“ “
Total Salaries & Benefits	\$54,416.30	
Speedway SuperAmerica – Blanket PO#1379 – monthly fuel bills	L-2 800.00	Spec. Fund
BP America – Blanket PO#1359 – monthly fuel bills	L-2 800.00	“ “
Time Warner Cable – Blanket PO#1376 – monthly business class service	L-5 629.88	“ “
Handle With Care – PO#1540 – quarterly maintenance fee	L-5 384.00	“ “
Vinton Co. National Bank – PO#2226 – Visa (T. Springer reg. to 1/24 60 th Annual Ohio Wildlife Conference)	L-9 40.00	“ “
Vinton Co. National Bank – PO#2227 – Visa (HP ink cartridges for plotter)	L-2 223.89	“ “
Handle With Care – PO#2405 – Level 2 remote support – email issues	L-5 210.00	“ “
BW Tire Pickerington – PO#2524 – repairs to 2013 GMC Sierra (tires,	L-3 <u>1,581.44</u>	“ “

brakes, oil)

Total Expenses Special Fund (Purchase Orders) \$4,669.21

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1379	L-2	
1/13 Monthly fuel bill		\$107.81
		<i>Current Balance \$692.19</i>
 BP America – Blanket PO#1359	L-2	
1/10 Monthly fuel bill		\$48.13
		<i>Current Balance \$751.87</i>
 Time Warner Cable – Blanket PO#1376	L-5	
1/14 Monthly business class service		\$104.98
		<i>Current Balance \$524.90</i>

DISTRICT FUND BALANCES AS OF 1/31/20

\$340,499.48	Total balance in District Account	
	\$162,140.07 - Balance in Star Ohio	
	\$178,359.41 - Balance in District Checking Account	
\$210,568.52	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	
	\$64,089.15 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$73,681.87 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$129,930.96	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$11.68

RECEIPTS

None

BILLS

25 newsletters returned (24 @ \$.61; 1 @ \$1.37)	\$ 16.01
1 newsletter returned	1.37
2 newsletters returned (1 @ \$1.37; 1 @ \$.61)	1.98
1 newsletter returned	1.37
1 newsletter returned	.61
1 newsletter returned	.61
1 newsletter returned	<u>1.37</u>
	23.32

SPECIAL FUND BALANCES AS OF 1/31/20:

Balance in Budgeted Appropriation Account - \$528,224.49
Balance in Special Account – \$392,847.03 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00

Received to date - \$213,580.00

Outstanding balance (to be received in 2020) - \$68,986.00

Special Fund Account Balances

L-1 Salaries \$306,947.94	L-10 Advertising \$5,400.00
L-2 Supplies \$5,176.11	L-11 PERS \$43,672.73
L-3 Equipment \$4,418.56	L-12 Worker’s Comp. \$5,200.00
L-4 Repair & Maintenance \$1,500.00	L-12a Unemployment \$10.00
L-5 Contract Services \$17,776.12	L-12a Medicare \$4,475.09
L-6 Rentals/Lease \$0	L-13 Health Insurance \$117,509.84
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$428.10
L-8 Scholarship \$50	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$3,960.00	

Vacation, Sick & Comp Leave Balances (as of 1/31/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	524.01	103.40	6.88	24	0
Nikki Drake	1269.40	553.6	9.9	32	0
Jonathan Ferbrache	373.90	232.00	3.01	32	0
Christina Holt	898.33	539.73	4.39	32	0
Chad Lucht	2530.96	496.55	6.65	32	48
Tommy Springer	956.04	277.75	2.90	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 54.39

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/20:

\$248,195.46 Total Cash Balance
 \$2,667.61 - 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.

Nikki gave Wendy information for the nominating committee for 2020 (due diligence checklist, business plans, and 2019 successes).

Dave gave the NRCS Report. CRP waterway renewal status reviews are done. EQIP was discussed – Bob White Quail Initiative and forestry. H2Ohio and CRP/EQIP overlap was questioned. More information on H2Ohio will continue to come.

The updated Business Plan was reviewed. The board was complimentary of the informational document.

The Conservation Partnership Meeting was discussed. Tim will attend on Monday, February 24.

The 2019 Annual Plan of Work was reviewed, and most goals were met.

The HyDrone was taken out and used by Nikki, Chad and Carrie with Doug from Precision Laser. Nikki passed around the survey results with driving route and depths. Uses, partners and the potential for future charging were discussed. Nikki stated that she and Chad are comfortable with the technical support from Sea Floor and Precision Laser’s experienced staff member in Pennsylvania. The new quote contains the used unit at \$6,750 as approved previously by the board, \$500 to add a navigation system (used shell but with new parts) that allows us to pre-set the course, and the warranty to begin April 1 as we will likely not use it actively until then.

Approval extra \$500 cost to upgrade as per the new quote from Precision Laser

Motion: Linda Second: Tim All in favor

The Cooperative Working Agreement between FSWCD, NRCS & ODA was passed around. Dave reviewed scheduled hours, etc. Mark signed the 2020 agreement. Dave also reviewed Civil Rights and had board members sign the review document.

Motion to adjourn at 5:29 p.m.

Motion: Wendy Second: Matt All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes by:

Financial Report by:

Nikki Drake, District Manager/Eng. Tech.

Christina Holt, Fiscal Coordinator