

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

Date: June 11, 2020

Location: 831 College Ave., Lancaster, OH 43130

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

District Staff: Nikki Drake, Chris Holt, Chad Lucht

NRCS Staff: Dave Libben, Brice Shaw

Meeting called to order at 5:02 p.m. by Chair Mark Boving.

Approval of minutes of May 14, 2020, Board Meeting

Motion: Tim Second: Wendy All in favor

Approval of financial report for May 1 - 31, 2020

Motion: Linda Second: Tim All in favor

RECEIPTS

Stacie Hoppel – rental of tree planter	\$ 25.00	Dist. Fund
Eric Harding – rental of no-till drill (10.6 acres)	127.20	“ “
Star Ohio – interest (April)	121.42	“ “
200 flags sold	20.00	“ “
2 plat books sold	40.00	“ “
Doug Burnworth – tile plan design fee (19-RUS-20)	100.00	“ “
Leigh Miller – tile plan design fee (9-AMA-20)	100.00	“ “
Jim Jepsen – GPS as-built survey only	50.00	“ “
Licking SWCD – reimb. for cancelled orders for 2020 tree sale	568.57	“ “
Cherry Lane Development – fee to rent no-till drill	50.00	“ “
Eric Stevenson – tree planter rental with interest	<u>25.50</u>	“ “
Total Receipts District Fund	\$1,227.69	
ODA, Soil & Water Conservation - May state match payment	13,798.00	Spec. Fund
Village of Lithopolis – MS4 Program Services	<u>4,000.00</u>	“ “
Total Receipts Special Fund	\$17,798.00	

BILLS

Chase Bank – Auto – 1 box of checks	\$ 20.00	Dist. Fund
Verizon Wireless - Ck#5395 – wireless bill (\$166.15 Urban; \$135.57 TSP funds)	301.72	“ “
Lancaster Eagle-Gazette – Ck#5396 – monthly newspaper subscription (June)	25.30	“ “
Millersport Agri-Service – Ck#5397 – repairs to no-till drill	764.91	“ “
Helena Agri Enterprises LLC – Ck#5398 – chemicals for airport, township & general supplies (DCF fund)	384.50	“ “
Vinton Co. National Bank – Ck#5399 – Visa (parts/supplies to service JD Gator) DCF	<u>131.51</u>	“ “
Total Expenses District Fund	\$1,627.94	
Salaries (5/8 & 5/22)	L-1 25,368.03	Spec. Fund
Health Insurance	L-13 10,490.16	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 340.99	“ “
PERS	L-11 <u>3,551.51</u>	“ “
Total Salaries & Benefits	\$39,772.59	
DLT Solutions LLC – PO#4759 – AutoCAD subscription renewal (1 yr)	L-3 2,279.50	Spec. Fund
Total Expenses Special Fund (Purchase Orders)	\$2,279.50	

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2	
5/12 Monthly fuel bill		\$180.98
		<i>Current Balance \$710.57</i>
Time Warner Cable – Blanket PO#1376	L-5	
5/13 Monthly business class service		\$106.98
		<i>Current Balance \$96.98</i>

DISTRICT FUND BALANCES AS OF 5/31/20

\$366,968.43	Total balance in District Account	
	\$162,919.93 - Balance in Star Ohio	
	\$204,048.50 - Balance in District Checking Account	
\$222,347.42	Amount to be used only for the following programs/grants/etc.:	
	\$73,223.68 - 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	
	\$68,492.27 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$144,621.01	Total undedicated funds	

PETTY CASH

Beginning Balance \$23.55
Ending Balance \$23.55

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 5/31/20:

Balance in Budgeted Appropriation Account - \$355,399.80
Balance in Special Account – \$452,078.29 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00 Outstanding balance (to be received in 2020) - \$13,794.00
Received to date - \$268,772.00

Special Fund Account Balances

L-1 Salaries \$205,475.85	L-10 Advertising \$4,131.95
L-2 Supplies \$3,980.48	L-11 PERS \$29,466.69
L-3 Equipment \$2,113.11	L-12 Worker’s Comp. \$5,200.00
L-4 Repair & Maintenance \$1,066.62	L-12a Unemployment \$10.00
L-5 Contract Services \$11,147.12	L-12a Medicare \$3,111.15
L-6 Rentals/Lease \$0	L-13 Health Insurance \$75,549.20
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$340.50
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$2,107.13	

Vacation, Sick & Comp Leave Balances (as of 5/22/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	552.81	140.2	4.63	17.25	0
Nikki Drake	1298.2	592.7	23.27	32	0
Jonathan Ferbrache	376.2	277.6	3.76	25.75	0
Christina Holt	926.88	564.58	1.39	32	0
Chad Lucht	2560.76	478.15	6.52	32	32.75
Tommy Springer	992.84	313.85	4.53	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (April) \$ 51.03

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/20:

\$248,401.22 Total Cash Balance
 \$2,873.37 - 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 has three candidates for this year’s SWCD Board of Supervisors election; Jon Gerken, David Ochs and Gregg Pontius. The election process has changed for this year.

Dave gave the NRCS report. There are 15 EQIP applications selected for pre-approval; a total of 41. Brice, with the help of Tommy, will be conducting approximately 35 CRP mid contract management reviews. Brice will also be completing compliance reviews for Adams, Athens, Highland & Ross Counties.

Nikki reviewed the telecommuting policy that she put together and has been approved by Josh Horacek for legality. Fairfield County also has an agreement form for the employee to sign that we could also adopt. There was a question on the “Fairfield County appointing authority”, and it was decided that could be changed to be clearer.

Approve the Telecommuting Policy and Agreement, with changes to appointing authority language.

Motion: Tim Second: Linda All in favor

Chris reviewed the Level 2 budget for 2021. Health Insurance calculations have changed from an 85/15% employer/employee split to an 80/20% employer/employee split, resulting in an increase for the employees and decrease for employers. The remaining budget numbers were discussed.

Approve the 2021 Level 2 Budget.

Motion: Wendy Second: Linda All in favor

Chris explained that because of the changes to the health insurance amounts paid by employees and employer, there is a cost savings that the County is wanting returned back to the general revenue fund. If all six SWCD employees keep family coverage, it would be a savings of \$3,714.96 for the remainder of 2020. If one employee elects to take the buyout we would save \$11,501.71.

Approve the return of health insurance savings, depending on staff elections by June 26, of either \$3,714.96 or \$11,501.71.

Motion: Linda Second: Tim All in favor

Motion to adjourn at 5:34 p.m.

Motion: Tim Second: Wendy All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator