

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

Date: May 14, 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

Others: Cody Hacker, ODA Area 5 Program Specialist

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

Approval of minutes of April 9, 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 April 1 - 30, 2020

Motion: Linda Second: Matt

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

RECEIPTS

Jeremy Buckley – fee to rent no-till seeder	\$ 50.00	Dist. Fund
Andy Ety – fee to rent no-till seeder	50.00	“ “
Star Ohio – interest (March)	182.63	“ “
Price Brothers – sediment & erosion control inspection fees for Pine Hills, Sec. 2	8,480.97	“ “
Andy Ety – rental of no-till seeder (12.6 acres)	151.20	“ “
100 flags sold	10.00	“ “
Violet Township – DESC funds (Jan.-March 2020)	6,600.00	“ “
Rick Harding – fee to rent no-till drill	50.00	“ “
Jeremy Buckley – rental of no-till seeder (3.3 acres)	<u>39.60</u>	“ “
Total Receipts District Fund	\$15,614.40	
ODA, Soil & Water Conservation - April state match payment	13,798.00	Spec. Fund
Violet Township – MS4 Program Services	<u>7,400.00</u>	“ “
Total Receipts Special Fund	\$21,198.00	

BILLS

Verizon Wireless – Ck#5324 – monthly bill (\$135.61 TSP;\$166.23 Urban) DCF	\$ 301.84	Dist. Fund
Precision Laser & Instrument, Inc. – Ck#5325 – Hydrone & equipment (DCF)	7,250.00	“ “
Stacy Getz – Ck#5326 – refund for Steve Morris tree order	20.00	“ “
Clay Doles – Ck#5327 – refund for tree order	250.00	“ “
S. Nikki Drake – Ck#5328 - refund for tree order	30.00	“ “
Walter Wolfinger – Ck#5329 - refund for tree order	10.00	“ “
Richard Boucher – Ck#5330 - refund for tree order	20.00	“ “
Rebecca Hoover – Ck#5331 - refund for tree order	50.00	“ “
Joel Embrey – Ck#5332 - refund for tree order	60.00	“ “
James Gilman – Ck#5333 - refund for tree order	20.00	“ “
Robert Frank – Ck#5334 - refund for tree order	20.00	“ “
Matt Waits – Ck#5335 - refund for tree order	60.00	“ “
Doug Mills – Ck#5336 - refund for tree order	20.00	“ “
Lynn Getz – Ck#5337 - refund for tree order	20.00	“ “
Dave Roth – Ck#5338 - refund for tree order	20.00	“ “
Al Abram – Ck#5339 – refund for tree order	50.00	“ “
Bruce Miller – Ck#5340 - refund for tree order	150.00	“ “

Steve Pickering – Ck#5341 - refund for tree order	25.00	“	“
Joyce Brewer – Ck#5342 - refund for tree order	10.00	“	“
Elizabeth Bowman – Ck#5343 - refund for tree order	10.00	“	“
Brenda Shook – Ck#5344 - refund for tree order	20.00	“	“
Loraine Stump – Ck#5345 - refund for tree order	80.00	“	“
Greg Dersarkisian – Ck#5346 - refund for tree order	50.00	“	“
Bob Weston – Ck#5347 - refund for tree order	60.00	“	“
Lori Hawk – Ck#5348 - refund for tree order	30.00	“	“
James Daggett – Ck#5349 - refund for tree order	10.00	“	“
Bob VanLinge – Ck#5350 - refund for tree order	40.00	“	“
Kevin Turner – Ck#5351 - refund for tree order	30.00	“	“
Nancy Miller – Ck#5352 - refund for tree order	130.00	“	“
Janet Jones – Ck#5353 - refund for tree order	50.00	“	“
Andrew Twehues – Ck#5354 - refund for tree order	140.00	“	“
Vicki Hopkins – Ck#5355 - refund for tree order	10.00	“	“
Barry Russell – Ck#5356 - refund for tree order	120.00	“	“
Terry James – Ck#5357 - refund for tree order	10.00	“	“
Rhona Irvin – Ck#5358 - refund for tree order	30.00	“	“
Steve Williams – Ck#5359 - refund for tree order	30.00	“	“
Steven Wyant – Ck#5360 - refund for tree order	20.00	“	“
David Beiter – Ck#5361 - refund for tree order	45.00	“	“
Lynn Hiles – Ck#5362 - refund for tree order	40.00	“	“
Michael Johnson – Ck#5363 - refund for tree order	70.00	“	“
Charles Crist – Ck#5364 - refund for tree order	30.00	“	“
Ron Vigue – Ck#5365 - refund for tree order	20.00	“	“
Matt Rumora – Ck#5366 - refund for tree order	40.00	“	“
Peter Rockwood – Ck#5367 - refund for tree order	20.00	“	“
Brad Price – Ck#5368 - refund for tree order	20.00	“	“
Pat Messerly – Ck#5369 - refund for tree order	60.00	“	“
Alan Gribler – Ck#5370 - refund for tree order	30.00	“	“
Brad Berry – Ck#5371 - refund for tree order	80.00	“	“
Nina Kovacs – Ck#5372 - refund for tree order	30.00	“	“
George Beiter – Ck#5373 - refund for tree order	40.00	“	“
Larry Goldasich – Ck#5374 - refund for tree order	10.00	“	“
Mark Darnell – Ck#5375 - refund for tree order	90.00	“	“
Don Miller – Ck#5376 - refund for tree order	110.00	“	“
Patricia Thompson – Ck#5377 - refund for tree order	70.00	“	“
Mary Ann Richards – Ck#5378 - refund for tree order	50.00	“	“
Mary Ann Boone – Ck#5379 - refund for tree order	30.00	“	“
M/I Homes of Central OH – Ck#5380 – remaining sediment & erosion control funds for Heron Crossing, Section 2	5,705.78	“	“
Fairfield County Engineer – Ck#5381 – 180 ft. of geotextile (Waidelich & Baker/McCandlish)	95.40	“	“
David Bartholomew – Ck#5382 – partial refund for tree order	220.00	“	“
Lisa Eikenberry – Ck#5383 – partial refund for tree order	25.00	“	“
Tyler Gleeson – Ck#5384 – partial refund for tree order	10.00	“	“
Judy Kavender – Ck#5385 – partial refund for tree order	90.00	“	“
Jason Littlejohn – Ck#5386 – partial refund for tree order	60.00	“	“
Jamey Quincel – Ck#5387 – partial refund for tree order	50.00	“	“
Renee Schmelzer – Ck#5388 – partial refund for tree order	45.00	“	“
Debra Scott – Ck#5389 – partial refund for tree order	30.00	“	“
Janice Waldron – Ck#5390 – partial refund for tree order	70.00	“	“
Brandon Stewart – Ck#5391 – partial refund for tree order	80.00	“	“
Bruce Garrett – Ck#5392 – partial refund for tree order	70.00	“	“

Lancaster Eagle-Gazette – Ck#5393 – monthly newspaper subscription (May)	25.30	“	“
Vinton Co. National Bank – Ck#5394 – Visa bill (materials to build shelf in closet; supplies to wrap 5 th grade trees)	<u>173.78</u>	“	“

Total Expenses District Fund \$16,892.10

Salaries (4/10 & 4/24)	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

Handle With Care IT – PO#4062 – quarterly maintenance agreement	L-5	384.00	Spec. Fund
Speedway SuperAmerica – added to blanket PO#1379	L-2	800.00	“ “
MNCO – PO#4197 – legal notice for cash basis financial report	L-10	44.45	“ “
CORSA – PO#4200 – insurance for equipment/vehicles/liability	L-5	5,745.00	“ “
Vinton Co. National Bank – PO#4214 – Visa bill (hotel cost for C. Brown at conference)	L-9	117.45	“ “
USPS – PO#4217 – 200 first class postage stamps - \$.55/ea.	L-2	<u>110.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$7,200.90

PURCHASE ORDERS

BP America – Blanket PO#1359	L-2		
4/8 Monthly fuel bill		\$95.89	
			<i>Current Balance \$583.24</i>

Time Warner Cable – Blanket PO#1376	L-5		
4/15 Monthly business class service		\$106.98	
			<i>Current Balance \$203.96</i>

DISTRICT FUND BALANCES AS OF 4/30/20

\$367,368.68	Total balance in District Account	
	\$162,798.51 - Balance in Star Ohio	
	\$204,570.17 - Balance in District Checking Account	
\$222,712.44	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	
	\$68,857.29 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$144,656.24	Total undedicated funds	

PETTY CASH

Beginning Balance \$23.55
Ending Balance \$23.55

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/20:

Balance in Budgeted Appropriation Account - \$397,451.89

Balance in Special Account – \$476,332.38 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00

Outstanding balance (to be received in 2020) - \$27,592.00

Received to date - \$254,974.00

Special Fund Account Balances

L-1 Salaries \$230,843.88

L-2 Supplies \$3,980.48

L-3 Equipment \$4,392.61

L-4 Repair & Maintenance \$1,066.62

L-5 Contract Services \$11,147.12

L-6 Rentals/Lease \$0

L-7 Specialized Services \$5,200.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$2,107.13

L-10 Advertising \$4,131.95

L-11 PERS \$33,018.20

L-12 Worker’s Comp. \$5,200.00

L-12a Unemployment \$10.00

L-12a Medicare \$3,452.14

L-13 Health Insurance \$86,039.36

L-13 Life Insurance \$362.40

Vacation Payout \$6,500.00

Vacation, Sick & Comp Leave Balances (as of 4/24/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	551.61	131	9.38	24	0
Nikki Drake	1289	589.80	21.02	32	0
Jonathan Ferbrache	375	265.20	3.76	25.75	0
Christina Holt	920.93	566.68	1.39	32	0
Chad Lucht	2551.56	502.75	14.27	32	40.75
Tommy Springer	983.64	306.95	4.53	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March)

\$ 54.42

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/20:

\$248,350.19 Total Cash Balance

\$2,822.34 - 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 Connie Smith and Joe Young as members of the nominating committee. They are working on calling potential candidates, and they hope to have names soon.

Dave gave the NRCS report. They have processed 41 EQIP applications that have a May 28 deadline. They also had 10 new CSP applications with signup through May 29th. A total of 37 CRP contracts were accepted. NRCS has a new vehicle, a Dodge RAM that replaces the grey Ford truck.

The AutoCAD subscription renewal is due. This is for two seats at a cost of \$2,279.50.

Approve to pay the AutoCAD subscription renewal at a cost of \$2,279.50.

Motion: Tim Second: Linda

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

A new agreement for the inspection of Discharging Household Sewage Treatment Systems (DHSTS) with the Fairfield Department of Health (DOH) was discussed. The Fairfield County Commissioners agreed to provide funding for three years (2019-2021) in the amount of \$5,000 each year to Perry SWCD for the Buckeye Lake Watershed Coordinator position. One payment was made to Perry SWCD, and they have since stated that they are not in need of it at this time. This agreement would pay the DOH to complete an inspection of all known permitted DHSTS in the Buckeye Lake Watershed by December 31, 2020.

Approve the Agreement for Inspection of Discharging Household Sewage Treatment Systems in the Buckeye Lake Watershed with the Fairfield Department of Health, pending approval of Dept. of Health.

Motion: Matt Second: Wendy

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

Chris has reviewed the County Commissioners Public Records Request policy and has decided that adopting the full policy instead of trying to update our current policy would be best. Their policy has been reviewed and approved by the Prosecutor and is very similar to our existing one.

Approve the Public Records Policy

Motion: Tim Second: Matt

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

Nikki mentioned that several other SWCDs have had their full audit and one of the questions asked was if employees know how to report fraud. She will have staff review information and sign a form acknowledging their review of it.

We will plan to hold the June board meeting in person by utilizing one of the meeting rooms.

Cody Hacker mentioned that the new supervisor election rules became effective on May 11th. The date to receive matchable funds was changed to May 30 instead of April 30 for Fairfield County. We are waiting on funds from the Village of Lithopolis to complete the Form 11.

Motion to adjourn at 5:14 p.m.

Motion: Linda Second: Matt

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

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator