

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

Date: August 13, 2020

Location: 831 College Ave., Lancaster, OH 43130

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

District Staff: Nikki Drake, Chris Holt, Chad Lucht and Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

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

Approval of minutes of July 9, 2020, Board Meeting

Motion: Matt Second: Wendy All in favor

Approval of financial report for July 1 - 31, 2020

Motion: Linda Second: Tim All in favor

RECEIPTS

900 flags sold	\$ 90.00	Dist. Fund
Star Ohio – interest (June)	81.00	“ “
1 plat book (2020)	20.00	“ “
Pulte Homes of Ohio–sed. & erosion control inspection fees – Spring Creek P3,S2	6,000.00	“ “
Jordan Hatem – rental of no-till drill (7.3 acres)	87.60	“ “
Violet Township – DESC funds (April – June 2020)	<u>9,300.00</u>	“ “
Total Receipts District Fund	\$15,578.60	
City of Pickerington – MS4 program services	6,900.00	Spec. Fund
Liberty Township – MS4 program services	<u>2,150.00</u>	“ “
Total Receipts Special Fund	\$9,050.00	

BILLS

Verizon Wireless - Ck#5405 – wireless bill (\$166.15 Urban; \$135.57 TSP funds)	\$ 301.72	Dist. Fund
Millersport Agri-Service – Ck#5406 – parts to repair no-till drill	120.86	“ “
Precision Laser & Instrument – Ck#5407 – extra props for HyDrone (DCF)	126.00	“ “
Lancaster Eagle-Gazette – Ck#5408 – monthly newspaper subscription (Aug.)	25.30	“ “
Vinton Co. National Bank – Ck#5409 – Visa (gator repair, pilot test, backup camera install on Dodge Ram, web cam)	<u>1,110.47</u>	“ “
Total Expenses District Fund	\$1,684.35	
Salaries (7/2, 7/17 & 7/31)	L-1 38,052.03	Spec.Fund
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 516.83	“ “
OT, Overtime (C. Lucht)	60.60	“ “
PERS	L-11 <u>5,335.74</u>	“ “
Total Salaries & Benefits	\$53,860.22	
Handle With Care IT – PO#5506 – quarterly IT maintenance	L-5 384.00	Spec. Fund
Office Mart – PO#5616 – misc. office supplies	L-2 165.39	“ “
Handle With Care IT – PO#5617 – Level 1 remote assistance with webcam setup	L-5 165.00	“ “
Key Blue Prints Inc. – PO#5716 – 4 rolls of 34”x300” plotter paper	L-2 119.15	“ “
Fairfield Dept. of Health – PO#5826 – agreement to inspect discharging household systems	L-5 1,000.00	“ “
Fairfield Co. Auditor – Resolution 2020.7.14.a – share of costs for aerial photo project (2020-2025)	L-5 <u>725.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$2,558.54

NOTE: On 7/28/20, \$60.60 was transferred from L-1 Salaries to OT, Overtime

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2	
7/13 Monthly fuel bill		\$186.91
		<i>Current Balance \$313.56</i>
BP America – Blanket PO#1359	L-2	
7/8 Monthly fuel bill		\$54.76
		<i>Current Balance \$512.65</i>
Time Warner Cable – Blanket PO#1376	L-5	
7/20 Monthly business class service		\$106.98
		<i>Current Balance \$427.92</i>

DISTRICT FUND BALANCES AS OF 7/31/20

\$380,814.73	Total balance in District Account	
	\$163,101.19 - Balance in Star Ohio	
	\$217,713.54 - Balance in District Checking Account	
\$226,707.81	Amount to be used only for the following programs/grants/etc.:	
	\$79,223.68 - 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	
	\$66,852.66 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$154,106.92	Total undedicated funds	

PETTY CASH

Beginning Balance \$23.55
Ending Balance \$23.55

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 7/31/20:

Balance in Budgeted Appropriation Account - \$258,446.05
Balance in Special Account – \$395,068.42 (Actual Cash)

2019/2020 STATE MATCH

Amount allocated - \$282,566.00 Outstanding balance (to be received in 2020) - \$0
Received to date - \$282,566.00

Special Fund Account Balances

L-1 Salaries \$141,995.22	L-10 Advertising \$4,131.95
L-2 Supplies \$3,695.94	L-11 PERS \$20,579.45
L-3 Equipment \$2,113.11	L-12 Worker's Comp. \$5,200.00
L-4 Repair & Maintenance \$849.07	L-12a Unemployment \$10.00
L-5 Contract Services \$8,328.22	L-12a Medicare \$2,253.34
L-6 Rentals/Lease \$0	L-13 Health Insurance \$55,185.92
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$296.70
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$2,107.13	OT, Overtime \$0

Vacation, Sick & Comp Leave Balances (as of 7/31/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	572.31	151.2	.13	0	0
Nikki Drake	1321.2	561.45	14.52	32	0
Jonathan Ferbrache	381.7	246.85	3.76	5.75	0
Christina Holt	932.63	564.83	.89	0	0
Chad Lucht	2581.51	516.65	6.52	32	19.75
Tommy Springer	1015.84	274.60	2.53	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 54.45

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/20:

\$248,505.01 Total Cash Balance
 \$2,977.16 - 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.

Dave gave the NRCS report. Program updates: 10 approved CSP applications; 12 EQIP applications approved. Brice and Tommy completed 5 CRP mid contract management reviews.

Chris explained that Chad had 1.25 hrs. of overtime in the month of July and that amount must be paid from the Overtime account instead of Salaries. She transferred \$60.60 to the OT, Overtime account before the end of July so there would be no negative balance. Also, Chad currently has \$60.60 in OT for the month of August which will need to be transferred before month end.

Approve the transfer of \$60.60 from L-1 Salaries to OT, Overtime for the month of July and \$60.60 for the month of August.

Motion: Tim Second: Matt All in favor

A Timber Harvest Plan (NOI) was submitted for Wdz Properties, Ltd. It is for a 15-acre clear cut on property in Fairfield County.

Approve the Timber Harvest Plan for Wdz Properties, Ltd.

Motion: Wendy Second: Linda All in favor

The 2020 Annual Plan of Work was recently reviewed by staff. Nikki reviewed with Board.

Nikki reviewed a resolution to endorse Buckeye Lake HUC-12 9-Element Nonpoint Source Implementation Strategic Plan. It supports efforts to continue with a second plan. Comments were made by all SWCD's (Perry & Licking) involved and then sent to ODNR. This will allow for application of grants to do projects listed in the 9-element plan.

Approve the Resolution for Buckeye Lake HUC-12 9-Element Nonpoint Source Implementation Strategic Plan.

Motion: Linda Second: Matt All in favor

Nikki reviewed information on 2021 state match funds that was received today. She passed around a chart of state match dollars for all Ohio SWCDs. Instead of monthly payments, we will receive our payments quarterly in August, October, January and April. Our projected 2021 state match funds are \$284,342; however, due to COVID 19 and the uncertainty of future revenues, it may be less (15%).

Chad discussed the purchase of a drone. He is currently the only staff member that has taken and received his pilot's license. He has received two quotes; one from RMUS totaling \$15,563.00 for a Phantom brand including all mapping software and base station and Sentera for \$24,439 for a Matrice brand with no software included. He showed a video on the Phantom 4 Pro RTK. Chad has talked to Greg at Ross SWCD and they started out with the Phantom brand. We would get more included with the RMUS quote than the Sentera. Purchasing a drone will allow time savings in doing present condition reports on Farmland Preservation Program, engineering as-builts, and mapping of completed tile plans. Nikki is waiting to hear back from CORSA on cost of insuring the drone.

Motion to approve the purchase of the Phantom drone system from RMUS, quoted at \$15,563.

Motion: Matt Second: Linda All in favor

Motion to adjourn at 5:46 p.m.

Motion: Linda Second: Tim All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator