

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

Date: July 9, 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: Carrie Brown, Nikki Drake, Chad Lucht

NRCS Staff: Dave Libben, Brice Shaw

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

Approval of minutes of June 11, 2020, Board Meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for June 1 - 30, 2020, including BWC refund

Motion: Matt Second: Wendy All in favor

RECEIPTS

Tony Zerkle – drill rental (1.2 acres)	\$ 64.40	Dist. Fund
3 plat books (2020)	60.00	“ “
Jordan Hatem – fee to rent no-till drill	50.00	“ “
Fairfield Co. Bird Dog Club – fee & rental of no-till drill (5.2 acres)	112.40	“ “
Star Ohio – interest (May)	100.26	“ “
Ck#5323 re-entered (Fair. Co. 4-H Adv. Committee) – void due to camp cancellation	<u>335.00</u>	“ “
Total Receipts District Fund	\$722.06	
ODA, Soil & Water Conservation - June state match payment	13,794.00	Spec. Fund
Refund – BWC	2,699.88	
ODNR, Division of Wildlife – Wildlife Specialist Funds	<u>14,400.00</u>	“ “
Total Receipts Special Fund	\$30,893.88	

BILLS

Chad Lucht – Ck#5400 – reimb. purchase of data cable for Hydrone	\$ 10.74	Dist. Fund
Verizon Wireless - Ck#5401 – wireless bill (\$166.15 Urban; \$135.57 TSP funds)	301.72	“ “
Licking SWCD – Ck#5402 – share of cost for District 8 science fair	56.25	“ “
Lancaster Eagle-Gazette – Ck#5403 – monthly newspaper subscription (July)	25.30	“ “
Vinton Co. National Bank – Ck#5404 – Visa (12 CoCoRaHs rain gauges for MS4 community project for citizen involvement)	<u>376.00</u>	“ “
Total Expenses District Fund	\$770.01	
Salaries (6/5 & 6/19)	L-1 25,368.00	Spec.Fund
Health Insurance	L-13 10,490.16	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 340.98	“ “
PERS	L-11 <u>3,551.50</u>	“ “
Total Salaries & Benefits	\$39,772.54	
Time Warner Cable – added to blanket PO#1376 – business class service	L-5 544.90	Spec. Fund
MT Business Technologies – PO#5036 – base copier maintenance agreement & excess color copies charge	L-4 <u>217.55</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$762.45	

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2	
6/10 Monthly fuel bill		\$210.10
		<i>Current Balance \$500.47</i>

BP America – Blanket PO#1359	L-2	
6/10 Monthly fuel bill		\$15.83
		<i>Current Balance \$567.41</i>
Time Warner Cable – Blanket PO#1376	L-5	
6/16 Monthly business class service		\$106.98
		<i>Current Balance \$534.90</i>

DISTRICT FUND BALANCES AS OF 6/30/20

\$366,920.48 Total balance in District Account

- \$163,020.19 - Balance in Star Ohio
- \$203,900.29 - Balance in District Checking Account

\$221,076.19 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**
- \$67,221.04 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
- \$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$145,844.29 Total undedicated funds

PETTY CASH

Beginning Balance \$23.55
Ending Balance \$23.55

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 6/30/20:

Balance in Budgeted Appropriation Account - \$314,864.81
Balance in Special Account – \$442,437.18 (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 \$180,107.85	L-10 Advertising \$4,131.95
L-2 Supplies \$3,980.48	L-11 PERS \$25,915.19
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 \$10,602.22	L-12a Medicare \$2,770.17
L-6 Rentals/Lease \$0	L-13 Health Insurance \$65,059.04
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$318.60
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$2,107.13	

Vacation, Sick & Comp Leave Balances (as of 6/19/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	562.01	143.9	3.63	0	0
Nikki Drake	1307.4	538.35	23.27	32	0
Jonathan Ferbrache	377.4	287	3.76	25.75	0
Christina Holt	931.33	556.23	1.39	32	0
Chad Lucht	2569.96	493.55	6.52	32	27.75
Tommy Springer	1002.04	312.25	2.53	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May) \$ 49.34

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/20:

\$248,450.56 Total Cash Balance
 \$2,922.71 - 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 reported the three candidates for this year’s SWCD Board of Supervisors election; Jon Gerken, David Ochs and Gregg Pontius have all returned their signed election form and picture/bio.

Dave gave the NRCS report. He gave an EQIP and CSP update; they are working on meeting deadlines for both. Brice, with the help of Tommy, conducted CRP mid contract management reviews. Compliance reviews are also being done. New technology has been causing frustration.

Nikki passed around a thank you card from one of this year’s scholarship recipients and an ODA update with the historical data on local funds brought in by Ohio’s SWCDs for state match.

The commissioners have decided that for 2021 in lieu of merit increases they may provide personal leave based on performance. If evaluations (to be done in October-November) have an overall rating of “exceeding”, an additional 2 personal days may be provided, and for “meeting” rating = 1. Currently, all employees receive 3 personal days per year and 1 additional day for “exceeding” rate.

Approve the Pandemic Performance Leave that provides additional personal leave for staff.

Motion: Wendy Second: Linda All in favor

Chad presented information on GIS software. This year Carrie used AGOL (ArcGIS on-line) to do paperless petition ditch inspections, where before we had to hand write information on a map and match pictures to locations. She said this initial inspection will easily be continually updated electronically utilizing the AGOL

format. Information is housed in a secure cloud and can be shared via a website link with landowners. Through our partnership with NRCS, we were able to obtain ArcGIS Pro software for free. It is more compatible with AGOL than our current 10.6 version. Currently we only have an Editor license for Chad. Editor licenses have been \$500, and Users - \$100 each.

Approve additional licenses – Editor-Carrie Brown, User-Jonathan Ferbrache & Nikki Drake.

Motion: Matt Second: Linda All in favor

Nikki gave an update on annual banquet planning that staff discussed during a staff meeting. The board agreed that having a banquet gathering might put attendees at risk from COVID-19. Here is what we envision:

Drive thru voting event with educational banners, displays/equipment/sign pointing to treehouse we helped w/ at DD, etc.

Goal would be to keep people in their vehicles

Ag Center parking lot, 831 College Avenue, Lancaster

Thursday, September 10

(after our board meeting) 5:30-7:00 p.m.

Nikki explained that we no longer are required to hold an event for election purposes, although we felt that it would be good to hold one for people who don't want to mail ballots. Matt feels that our partnership with Farm Bureau the last few years on our event has value and would consider a combined event again. The board is not concerned that folks would confuse our agencies. Farm Bureau mentioned an event with food trucks, and the board liked the idea. Nikki will contact Farm Bureau to discuss our concerns and planning to determine if they wish to partner. We have a timeframe to follow for the election, we need to get a newsletter out ASAP to advertise absentee voting. Then to follow all of that up, earlier today Fairfield County became a Level 3 Risk Level (red on state map) which recommends limited gatherings of any number.

Motion to adjourn at 5:25 p.m.

Motion: Tim Second: Linda All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes by:

Financial Report by:

Nikki Drake, District Manager/Eng. Tech.

Christina Holt, Fiscal Coordinator