

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

**Date:** September 10, 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, 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 August 13, 2020, Board Meeting**

Motion: Matt Second: Wendy All in favor

**Approval of financial report for August 1 - 31, 2020**

Motion: Linda Second: Tim All in favor

RECEIPTS

200 flags sold	\$ 20.00	Dist. Fund
16 plat books sold (2 with postage)	326.00	“ “
Jeff Noll – tile plan design fee	100.00	“ “
Greg Waidelich – 92 ft. of geotextile	92.00	“ “
Joe Bratton – tile plan design fee (34-LIB-20)	100.00	“ “
Star Ohio – interest (July)	63.17	“ “
John Shafer – fee to rent no-till seeder & use (30.3 acres)	413.60	“ “
Strickler Farms – tile plan design fee	100.00	“ “
MI Homes of Central Ohio – sediment & erosion control inspection fees (Heron West, Section 1)	7,000.00	“ “
Deer Valley Farm Supply – fee to rent seeder (Cooperrider)	50.00	“ “
Leonard Miller – fee to rent no-till drill	50.00	“ “
Leonard Miller – drill rental (12.2. acres)	146.40	“ “
EPRI – funds for David Hague (to be paid in 4 payments)	13,000.00	“ “
Thad Cooperrider – no-till seeder rental (21.3 acres)	255.60	“ “
Lee Kohler – tile plan design fee (41-GRE-20)	100.00	“ “
<b>Total Receipts District Fund</b>	<b>\$21,816.77</b>	
ODA, Soil & Water Conservation – quarterly state match payment	71,086.00	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$71,086.00</b>	

BILLS

Verizon Wireless – Ck#5410 – monthly bill (\$166.15 Urban DCF; \$135.62 TSP)	\$ 301.77	Dist. Fund
USPS – Ck#5411 – postage to mail August newsletter	265.33	“ “
Lancaster Eagle-Gazette – Ck#5412 – monthly newspaper subscription (Sept.)	25.30	“ “
David Hague – Ck#5413 – EPRI grant funds (Payment 1 of 4)	3,250.00	“ “
Vinton Co. National Bank – Ck#5414 – Visa (rain gauge project, chemicals, webcam refund, oars & life vests, replacement cell phone case)	385.04	“ “
<b>Total Expenses District Fund</b>	<b>\$4,227.44</b>	
Salaries (8/14 & 8/28)	L-1 25,368.03	Spec.Fund
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 332.92	“ “
OT, Overtime (C. Lucht)	60.60	“ “
PERS	L-11 3,560.00	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$39,216.57</b>	

BW Tire Pickerington – PO#6036 – oil change on 2015 GMC Sierra	L-3	49.95	Spec. Fund
Speedway SuperAmerica – added to blanket PO#1379	L-2	700.00	“ “
North End Press – PO#6140 – August Fairfield Features newsletter	L-10	1,223.60	“ “
BW Tire Pickerington – PO#6141 – oil change on 2017 Dodge RAM	L-3	25.95	“ “
Vinton Co. National Bank – PO#6154 – Visa bill (J. Ferbrache & C. Lucht registration to Ohio Stormwater Conference 8/26-28)	L-9	300.00	“ “
Vinton Co. National Bank – PO#6155 – Visa bill (3 pairs of waders & webcam)	L-2	322.97	“ “
Christina Holt – PO#6254 – replenish petty cash fund	L-2	25.25	“ “
Fairfield Dept. of Health – PO#6303 - agreement to inspect discharging household systems – payment 2	L-5	<u>1,000.00</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders)</b>		<b>\$3,647.72</b>	

NOTE: On 8/27/20, \$60.60 was transferred from L-1 Salaries to OT, Overtime

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2		
8/12                      Monthly fuel bill		\$335.47	
			<i>Current Balance \$678.09</i>
Time Warner Cable – Blanket PO#1376	L-5		
8/17                      Monthly business class service		\$106.98	
			<i>Current Balance \$320.94</i>

DISTRICT FUND BALANCES AS OF 8/31/20

\$398,404.06	Total balance in District Account	
	\$163,164.36 - Balance in Star Ohio	
	\$235,239.70 - Balance in District Checking Account	
\$243,641.32	Amount to be used only for the following programs/grants/etc.:	
	\$86,223.68 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) <b>Restricted Funds</b>	
	\$93.17 – Amount that can be used for a project utilizing the following funds:	
	\$66.36 – Mall Wetland Sign Funds <b>Assigned Funds</b>	
	\$26.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$9,750.00 – EPRI Grant Funds – Hague <b>Restricted Funds</b>	
	\$67,036.17 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$ 154,762.74	Total undedicated funds	

PETTY CASH

Beginning Balance \$23.55  
Ending Balance \$9.75

RECEIPTS

None

BILLS

1 newsletter returned	\$1.37
6 newsletters returned (1 at \$1.37; 5 at \$.62)	4.47
6 newsletters returned (2 at \$1.37; 4 at \$.62)	5.22
2 newsletters returned (2 at \$1.37)	<u>2.74</u>
	\$13.80

SPECIAL FUND BALANCES AS OF 8/31/20:

Balance in Budgeted Appropriation Account - \$215,581.76

Balance in Special Account – \$423,290.13 (Actual Cash)

2020/2021 STATE MATCH

Amount allocated - \$284,342.00

Outstanding balance (to be received in 2020/2021) - \$213,256.00

Received to date - \$71,086.00

**Special Fund Account Balances**

L-1 Salaries \$116,566.59	L-10 Advertising \$2,908.35
L-2 Supplies \$2,647.72	L-11 PERS \$17,019.45
L-3 Equipment \$2,037.21	L-12 Worker’s Comp. \$5,200.00
L-4 Repair & Maintenance \$849.07	L-12a Unemployment \$10.00
L-5 Contract Services \$7,328.22	L-12a Medicare \$1,920.42
L-6 Rentals/Lease \$0	L-13 Health Insurance \$45,312.80
L-7 Specialized Services \$5,200.00	L-13 Life Insurance \$274.80
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$1,807.13	OT, Overtime \$0

**Vacation, Sick & Comp Leave Balances (as of 8/28/20)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	574.76	113.9	.13	0	0
Nikki Drake	1330.4	576.85	4.15	32	0
Jonathan Ferbrache	384.4	251.25	3.76	5.75	0
Christina Holt	938.83	563.48	.89	0	0
Chad Lucht	2590.71	532.05	9.9	32	11.75
Tommy Springer	1024.54	272.75	2.53	0	0

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (July) \$ 52.76

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 8/31/20:

\$248,557.77 Total Cash Balance  
 \$3,029.92 - 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 or standing committees.

Dave gave the NRCS report. Brice has been working on completing 96 CRP contracts. CSP payments will be processed after October 1.

Chris explained there were vehicle repairs paid out of the L-3 Equipment appropriation account that she is now being told needs to come out of a contractual service account, such as L-4 Repair & Maintenance. They have always been paid out of the equipment account; however, after an employee at the Fairfield County Auditor's office did an audit of accounts, they found that it needs to be changed.

**Approve the transfer of \$2000 from L-3 Equipment to L-4 Repair and Maintenance**

Motion: Wendy Second: Linda All in favor

Chad reviewed the purchase of a new desktop computer. His current laptop is unable to run the new software (Pix4D) to use with the new Phantom drone that has been ordered.

**Approve the purchase of a new desktop computer from TCR at a cost of \$1,735.00**

Motion: Tim Second: Matt All in favor

Nikki explained that during this week's county commissioners' meeting, they stated they were in favor of restoring the merit-based salary increases, pending expected revenues. We will update the Level 4 budget to reflect this. Jonathan would like the board to put together a letter expressing concerns over a proposed gas pipeline in Union County that would go into preserved farmland. The future of the farmland preservation program may hinge on the decisions made with this situation in Union County. She will try to send more information out to the board tomorrow after she has had time to review.

Chad discussed a recent situation in Violet Township that involved a stop work order.

**Motion to adjourn at 5:14 p.m.**

Motion: Wendy Second: Matt All in favor

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Mark Boving, Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator