

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

Date: November 12, 2020

Location: 831 College Avenue, Lancaster, OH 43130

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

District Staff: Carrie Brown, Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht and Tommy Springer

NRCS Staff: Dave Libben, Brice Shaw

Others: Gregg Pontius, newly elected board member (term starts 1/1/2021)

Meeting called to order at 5:01 p.m. by Chair Mark Boving.

Approval of minutes of October 8, 2020, Board Meeting

Motion: Linda Second: Wendy All in favor

Approval of financial report for October 1 - 31, 2020

Motion: Tim Second: Linda All in favor

RECEIPTS

| | | |
|---|--------------------|------------|
| 7 plat books sold | \$ 140.00 | Dist. Fund |
| Michael Stewart – fee to rent no-till drill | 50.00 | “ “ |
| Larry Rambo – fee to rent no-till drill | 50.00 | “ “ |
| Jim Uhl – no-till drill fee & rental (15.7 acres) | 238.40 | “ “ |
| Howard Smith – tile plan design fee (45-PL-20) | 100.00 | “ “ |
| Mike Cosstephens – fee to rent no-till seeder | 50.00 | “ “ |
| Roger Conrad – fee to rent no-till drill | 50.00 | “ “ |
| Larry Rambo – no-till drill rental (4.4 acres) | 52.80 | “ “ |
| Star Ohio – interest (September) | 30.41 | “ “ |
| Fairfield County Engineer – pesticide spraying 2020 | 1,081.80 | “ “ |
| Fairfield County Airport – pesticide spraying & tree removal 2020 | 4,099.45 | “ “ |
| Violet Township Trustees – DESC funds (July-September 2020) | 12,600.00 | “ “ |
| Brooks Rice – fee to rent no-till drill | <u>50.00</u> | “ “ |
| Total Receipts District Fund | \$18,592.86 | |
| ODA, Soil & Water Conservation – state match payment | 71,086.00 | Spec. Fund |
| Total Receipts Special Fund | \$71,086.00 | |

BILLS

| | | |
|--|--------------------|------------|
| RMUS LLC – Ck#5420 – Phantom 4 Pro RTK Drone with accessories & software (DCF) | 15,563.00 | Dist. Fund |
| Verizon Wireless – Ck#5421 – monthly bill (\$166.53 Urban DCF; \$135.76 TSP) | \$ 302.29 | “ “ |
| Sunrise Cooperative – Ck#5422 – chemical to do Airport work | 61.28 | “ “ |
| David Hague – Ck#5423 – EPRI grant funds (payment 2 of 4) | 3,250.00 | “ “ |
| Lancaster Eagle-Gazette – Ck#5424 – mthly newspaper (Nov.) | 27.30 | “ “ |
| EnviroCert International – Ck#5425 – CPESC renewal for J. Ferbrache (1 year) | 150.00 | “ “ |
| Vinton Co. National Bank – Ck#5426 – Visa bill (pesticide \$23.67 & drone expenses \$261.08) | <u>284.75</u> | “ “ |
| Total Expenses District Fund | \$19,638.62 | |

| | | |
|-------------------------|---------------|-----------|
| Salaries (10/9 & 10/23) | L-1 25,368.04 | Spec.Fund |
| Health Insurance | L-13 9,873.12 | “ “ |
| Life Insurance | L-13 21.90 | “ “ |
| Medicare | L-12a 332.04 | “ “ |

| | | | | |
|---|------|--------------------|------------|---|
| PERS | L-11 | 3,551.52 | “ | “ |
| Total Salaries & Benefits | | \$39,146.62 | | |
| Fairfield Dept. of Health – PO#6814 – inspection agreement (pymt 3 of 5) | L-5 | 1,000.00 | Spec. Fund | |
| Handle With Care IT – PO#6817 – quarterly maintenance fee | L-5 | 384.00 | “ | “ |
| Office Mart – PO#6888 – misc. office supplies | L-2 | 35.30 | “ | “ |
| Vinton Co. National Bank – PO#7193 – Visa bill (misc. office supplies) | L-2 | 277.52 | “ | “ |
| Vinton Co. National Bank – PO#7194 – Visa bill (tv’s & cables; battery backup for computer) | L-3 | 559.93 | “ | “ |
| Fairfield Dept. of Health – PO#7216 – inspection agreement (pymt 4 of 5) | L-5 | 1,000.00 | “ | “ |
| Total Expenses Special Fund (Purchase Orders) | | \$3,256.75 | | |

PURCHASE ORDERS

| | | | | |
|---|--------------------------------|--|------------------------|-----------------|
| Speedway SuperAmerica LLC – Blanket PO#1379 | L-2 | | | |
| 10/12 | Monthly fuel bill | | \$350.57 | |
| | | | <i>Current Balance</i> | <i>\$209.77</i> |
| BP America – Blanket PO#1359 | L-2 | | | |
| 10/7 | Monthly fuel bill | | \$36.32 | |
| | | | <i>Current Balance</i> | <i>\$342.31</i> |
| Time Warner Cable – Blanket PO#1376 | L-5 | | | |
| 10/14 | Monthly business class service | | \$106.98 | |
| | | | <i>Current Balance</i> | <i>\$106.98</i> |

DISTRICT FUND BALANCES AS OF 10/31/20

| | | | | |
|--------------|--|--|--|--|
| \$395,619.41 | Total balance in District Account | | | |
| | \$163,235.18 - Balance in Star Ohio | | | |
| | \$232,384.23 - Balance in District Checking Account | | | |
| \$242,243.18 | 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) 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 | | | |
| | \$6,500.00 – EPRI Grant Funds – Hague Restricted Funds | | | |
| | \$68,888.03 - Current Staff Liabilities (comp & vacation leave) Assigned Funds | | | |
| | \$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds | | | |
| \$153,376.23 | Total undedicated funds | | | |

PETTY CASH

Beginning Balance \$32.39
Ending Balance \$32.39

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 10/31/20:

Balance in Budgeted Appropriation Account - \$129,503.36
Balance in Special Account – \$408,492.36 (Actual Cash)

2020/2021 STATE MATCH

Amount allocated - \$284,342.00

Outstanding balance (to be received in 2020/2021) - \$142,170.00

Received to date - \$142,172.00

Special Fund Account Balances

| | |
|-------------------------------------|-----------------------------------|
| L-1 Salaries \$65,830.53 | L-10 Advertising \$2,758.35 |
| L-2 Supplies \$2,229.90 | L-11 PERS \$9,916.43 |
| L-3 Equipment \$363.83 | L-12 Worker’s Comp. \$2,746.05 |
| L-4 Repair & Maintenance \$350.02 | L-12a Unemployment \$10.00 |
| L-5 Contract Services \$4,737.22 | L-12a Medicare \$1,256.34 |
| L-6 Rentals/Lease \$0 | L-13 Health Insurance \$25,566.56 |
| L-7 Specialized Services \$5,200.00 | L-13 Life Insurance \$231.00 |
| 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 10/23/20)

| | <u>Sick Leave</u> | <u>Vacation Leave</u> | <u>Comp Leave</u> | <u>Personal Leave</u> | <u>Personal Wellness</u> |
|--------------------|-------------------|-----------------------|-------------------|-----------------------|--------------------------|
| Carrie Brown | 589.16 | 129.3 | .13 | 0 | 0 |
| Nikki Drake | 1342.3 | 598.65 | 2.02 | 0 | 0 |
| Jonathan Ferbrache | 398.55 | 240.55 | 5.64 | 5.75 | 0 |
| Christina Holt | 952.48 | 560.28 | .89 | 0 | 0 |
| Chad Lucht | 2609.11 | 562.85 | 11.77 | 23.25 | 0 |
| Tommy Springer | 1042.94 | 285.05 | 2.53 | 0 | 0 |

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September) \$ 30.65

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/20:

\$248,621.45 Total Cash Balance
 \$3,093.6 - Interest Earned
 \$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**
 \$23,646.11 – Pesticide Application **Committed Funds**
 \$82,758.70 – Engineering Program Funds **Committed Funds**
 \$124,205.67 - Urban Program Funds **Committed Funds**

There were no public comments or standing committees.

Dave gave the NRCS report. They have two EQIP contracts underway. It has been a busy month for CSP as all payments for this year are completed, with 75% paid in 2020 and remaining to be paid in January 2021. Working on seven CSP renewal contracts. Brice is doing CRP reviews on contracts expiring 2021/2022. Kelly Clay, who works at Farm Service Agency, has resigned and will be leaving by the end of the month.

Nikki discussed the Wildlife Specialist Agreement, which has a commitment of 520 hrs. Tommy reviewed it and there were no changes from the previous agreement.

Approve the Wildlife Specialist Agreement for 2020-2021, in the amount of \$14,400. Mark signed.

Motion: Tim Second: Wendy All in favor

The 2021 Level 4 final budget was discussed. Chris explained the expenditures and revenues anticipated for 2021.

Approve the 2021 Level 4 final budget.

Motion: Linda Second: Tim All in favor

Chris discussed the need to transfer funds from Salaries to OT-Overtime. Chad has been working overtime on developer projects, and his overtime pay must come from the correct expenditure account.

Approve the transfer of \$1,500 from L-1 Salaries to OT, Overtime.

Motion: Linda Second: Wendy All in favor

Chris explained that the NACD and OFSWCD dues need paid before the end of the year. The NACD dues invoice was received; however, we haven't received one from OFSWCD. Based on previous calculations, we should owe around \$4,000 for the OFSWCD dues.

Approve payment of OFSWCD dues (not to exceed \$4,500) and NACD dues (\$775).

Motion: Tim Second: Linda All in favor

Chad discussed some upgrades needed to the website. Back in 2019, we switched our website hosting from Time Warner Cable to GoDaddy. At that time, it was suggested to get a firewall to protect the website; however, it was tree sale time and we just wanted to get the website up and running. Currently our website is running a bit slow and it was suggested to increase it from 1 CPU/2 GB RAM to 2 CPU/4 GB of RAM.

Approve upgrading the website to a 2 CPU/4 GB RAM and purchase a Firewall (covers 5 years), at a quoted price from GoDaddy of \$1,749.60.

Motion: Linda Second: Wendy All in favor

Into executive session to discuss personnel reviews at 5:23 p.m.

Motion: Wendy Second: Linda All in favor

A roll call vote was taken: Mark – yes; Linda – yes; Wendy – yes; Tim – yes.

Out of executive session at 6:55 p.m.

Motion: Wendy Second: Linda All in favor

A roll call vote was taken: Linda – yes; Wendy – yes; Tim – yes; Mark – yes.

Approve the updated job descriptions for C. Lucht, J. Ferbrache, C. Brown and T. Springer.

Motion: Tim Second: Linda All in favor

Approve the following staff increases effective the pay period beginning December 19. This follows the County Compensation Plan adopted by the Board at the August 8, 2019, board meeting.

Nikki – 3%, Jonathan – 3%, Chris – 3%, Chad – 3%, Tommy – 3%, Carrie – 3%

Motion: Tim Second: Wendy All in favor

A roll call vote was taken: Wendy – yes; Tim – yes; Mark – yes; Linda - yes

Motion to adjourn at 6:59 p.m.

Motion: Tim Second: Wendy All in favor

Mark Boving, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator