

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

Date: January 14, 2021

Location: 831 College Avenue, Lancaster, Ohio

Board of Supervisors in attendance: Linda Claypool, David Ochs, Gregg Pontius, Matt Reese
Wendy LaRue attended by teleconference due to Covid-19

District Staff: Carrie Brown, Nikki Drake, Chris Holt, Chad Lucht, Tommy Springer
Jonathan Ferbrache attended by teleconference due to Covid-19

NRCS Staff: Dave Libben, Brice Shaw

Newly elected board members David Ochs and Gregg Pontius were sworn in by Matt Reese.

Meeting called to order at 5 p.m. by Matt Reese (previous year's Vice-Chair).

The Board reorganization took place. Matt opened nominations for Chair. *Linda made a motion to nominate Matt Reese for Chair. Wendy seconded. Gregg Pontius moved to close nominations for Chair. Linda seconded. A roll call vote was taken: all in favor.* Motion carried. Matt Reese was elected Board Chair/Backup Treasurer for 2021.

Matt opened nominations for Vice-Chair. *Matt made a motion to nominate Gregg Pontius for Vice-Chair. Linda seconded. Matt moved to close nominations for Vice-Chair. Linda seconded. A roll call vote was taken: all in favor.* Gregg Pontius was elected Board Vice-Chair for 2021.

Matt opened nominations for Treasurer. *Wendy made a motion to nominate Linda as Treasurer. Matt seconded. Gregg moved to close nominations for Treasurer. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Linda was elected Board Treasurer-Fiscal Agent for 2021.

Matt opened nominations for Secretary. *Matt made a motion to nominate Wendy as Secretary. Gregg seconded. Matt moved to close nominations for Secretary. Linda seconded. A roll call vote was taken: all in favor.* Motion carried. Wendy was elected Board Secretary for 2021.

Therefore, the 2021 Board positions are as follows:

Chair/Backup Treasurer – Matt Reese
Vice-Chair – Gregg Pontius
Treasurer-Fiscal Agent – Linda Claypool
Secretary – Wendy LaRue
Member – David Ochs

Approval of minutes of December 10, 2020, Board Meeting & Records Commission Meeting

Motion: Linda Second: Gregg All in favor

Approval of financial report for December 1 - 31, 2020

Motion: Gregg Second: Linda All in favor

RECEIPTS

3 plat books sold	\$ 60.00	Dist. Fund
200 flags	20.00	“ “
Beveridge Trailers & Trucks – 2021 affiliate membership	75.00	“ “
C&C Farms & Excavating - 2021 affiliate membership	75.00	“ “
Greg Waidelich - 2021 affiliate membership	75.00	“ “
Ruff Farms - 2021 affiliate membership	75.00	“ “
Young Crop Insurance - 2021 affiliate membership	75.00	“ “

Pappy's Feed Store - 2021 affiliate membership		75.00	“	“
Hugus Fruit Farm - 2021 affiliate membership		75.00	“	“
Ruff's Seed Farms - 2021 affiliate membership		75.00	“	“
Sunrise Cooperative - 2021 affiliate membership		75.00	“	“
Millersport Agri Service - 2021 affiliate membership		75.00	“	“
MI Homes of Central OH – Sediment & Erosion Control Inspection fees for Heron Crossing, Section 2		8,100.00	“	“
MI Homes of Central OH – Sediment & Erosion Control Inspection fees for Heron Crossing, Section 3		7,500.00	“	“
Aaron Kull – 2 – 2021 affiliate memberships		150.00	“	“
Seals Construction – 2021 affiliate membership		75.00	“	“
Star Ohio – interest (November)		18.25	“	“
Farm Credit Mid-America – 2021 affiliate membership		75.00	“	“
Park National Bank – 2021 affiliate membership		35.00	“	“
Faler Feed Store – 2021 affiliate membership		75.00	“	“
Michael Stewart – drill rental with interest (4.6 acres)		57.43	“	“
Grand Communities LLC – Sediment & Erosion Control Inspection fees for Chesapeake, Section 2		<u>4,900.00</u>	“	“
	Total Receipts District Fund	\$21,815.68		
Reincumbered – BP America	L-2	307.64	Spec. Fund	
Reincumbered – Speedway SuperAmerica	L-2	<u>106.62</u>	“	“
	Total Receipts Special Fund	\$414.26		
 <u>BILLS</u>				
Blackburn Manufacturing Co. – Ck#5431 – 10,000 flags to resale		709.79	Dist. Fund	
Verizon Wireless – Ck#5432 – monthly bill (\$201.74 Urban DCF; \$135.80 TSP)		337.54	“	“
Storage One LLC – Ck#5433 – remaining Sediment & Erosion Control Inspection fees		723.74	“	“
Chase Bank – auto – fee to wire \$ to Star Ohio account		35.00	“	“
Pickerington Area Chamber of Commerce – Ck#5434 – 2021 membership		175.00	“	“
Lancaster Fair. Co. Chamber of Commerce – Ck#5435 – 2021 membership		300.00	“	“
U.S.P.S. – Ck#5436 – postage to mail December newsletter		275.06	“	“
Lancaster Eagle-Gazette – Ck#5437 – monthly newspaper (Jan. 2021)		27.30	“	“
Vinton Co. National Bank – Ck#5438 – Visa bill (website upgrades – hosting & security)		<u>1,743.60</u>	“	“
	Total Expenses District Fund	\$4,327.03		
Salaries (12/4, 12/18 & 12/31)	L-1	38,052.02	Spec.Fund	
OT, Overtime pay (C. Lucht – 10.25 hrs.)		496.92	“	“
Vacation Payout (N. Drake & C. Lucht)		5,221.60	“	“
Health Insurance	L-13	9,873.12	“	“
Life Insurance	L-13	21.90	“	“
Medicare	L-12a	634.65	“	“
PERS	L-11	<u>5,396.82</u>	“	“
	Total Salaries & Benefits	\$59,697.03		
Fairfield Dept. of Health – PO#7990 – inspection agreement (pymt 5 of 5)	L-5	1,000.00	Spec. Fund	
Office Mart – PO#8029 – misc. supplies	L-2	124.79	“	“
North End Press – PO#8135 – December newsletter (print & mail)	L-10	1,462.70	“	“
U.S.P.S. – PO#8154 – postage (80-\$1;200-\$.55;180-\$.35;200-\$.15)	L-2	283.00	“	“
MT Business Technologies – PO#8217 – copier maintenance (12/3-3/2) & excess color copy charges (9/3-12/2)	L-4	356.65	“	“
Time Warner Cable – PO#8218 – business class service (12/5/20-1/4/21)	L-5	<u>106.98</u>	“	“
	Total Expenses Special Fund (Purchase Orders)	\$3,334.12		

NOTE: On December 11, \$100,000 was wire transferred from Chase checking to Star Ohio fund & \$6.63 was transferred from L-5 Contract Services to L-4 Repair & Maintenance in the Special fund

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2	
12/10 Monthly fuel bill		\$183.86
		<i>Current Balance \$106.62</i>

DISTRICT FUND BALANCES AS OF 12/31/20

\$415,003.54 Total balance in District Account
\$263,274.50 - Balance in Star Ohio
\$151,729.04 - Balance in District Checking Account

\$266,143.89 Amount to be used only for the following programs/grants/etc.:
\$106,000.44 - 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**
\$65,677.36 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$148,859.65 Total undedicated funds

PETTY CASH

Beginning Balance \$32.39
Ending Balance \$29.67

RECEIPTS

None

BILLS

2 newsletters returned at \$1.36/ea. 2.72

SPECIAL FUND BALANCES AS OF 12/31/20:

Balance in Budgeted Appropriation Account - \$21,697.94
Balance in Special Account – \$303,642.65(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 \$910.45	L-10 Advertising \$1,295.65
L-2 Supplies \$1,869.60	L-11 PERS \$932.47
L-3 Equipment \$363.83	L-12 Worker’s Comp. \$2,533.79
L-4 Repair & Maintenance \$0	L-12a Unemployment \$10.00
L-5 Contract Services \$3,518.61	L-12a Medicare \$250.18
L-6 Rentals/Lease \$0	L-13 Health Insurance \$5,820.32
L-7 Specialized Services \$171.75	L-13 Life Insurance \$187.20
L-8 Scholarship \$0	Vacation Payout \$1,278.40
L-9 Travel Reimbursement \$1,807.13	OT, Overtime \$748.56

Vacation, Sick & Comp Leave Balances (as of 1/1/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	596.16	152.30	.13	32	9.5
Nikki Drake	1365.30	506.90	.02	32	0
Jonathan Ferbrache	413.55	243.55	3.39	32	0
Christina Holt	975.48	547.28	.89	32	0
Chad Lucht	2584.11	506.10	2.90	32	48
Tommy Springer	1065.94	286.05	3.03	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 31.68

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/20:

\$248,683.78 Total Cash Balance
 \$3,155.93 - 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.

The nominating committee for 2021 was discussed. Matt appointed Wendy as Chair of the nominating committee. Wendy will need to select two individuals to join her on the committee.

Dave gave the NRCS Report. The deadline to sign-up for EQIP is January 15, with 23 applications to date. CRP visits are underway.

The Ohio Ethics Law was reviewed along with list of all MOUs. The Ohio Ethics Law is usually part of new supervisor training and is kept as part of the SWCD employment policy.

The Operational Policy Book was discussed and reviewed. There were no changes.

Approval of Operational Policy Book

Motion: Wendy Second: Linda All in favor

There were no changes to the Employment Policy for 2021.

Approve the 2021 Employment Policy

Motion: Wendy Second: Gregg All in favor

The Board needs to appoint a designee for Public Records.

Approve to designate Christina Holt as the Board’s representative for Open Public Records Training

Motion: Gregg Second: David All in favor

The health insurance waiver rate for 2021 was discussed. Employees that elect not to take health care coverage due to having coverage through someone else are eligible for this. Health Insurance rates did not change for 2021.

Approve Health Insurance Waiver Rate of \$3,000 family & \$1,200 single for 2021

Motion: Gregg Second: David All in favor

The schedule for 2021 Board of Supervisors meetings was reviewed. They will remain on the second Thursday of the month at 5 p.m.

The Equipment Inventory List was discussed and reviewed.

Approve the Equipment Inventory List as of 12/31/2020. Matt Reese signed.

Motion: Wendy Second: Gregg All in favor

Nikki reported that Greg Waidelich was chosen to receive an Ohio Master Farmer award (1 of 2 statewide). Award will be presented at the Conservation Tillage and Technology Conference which will be held virtually this year.

Nikki passed around an updated map of engineering projects (database – 2,941 dots).

Motion to adjourn at 5:19 p.m.

Motion: Linda Second: Gregg All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator