

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

Date: April 8, 2021

Location: 831 College Avenue, Lancaster, Ohio

Board of Supervisors in attendance: Linda Claypool, Wendy LaRue, David Ochs, Matt Reese
Gregg Pontius was unable to attend

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

NRCS Staff: Dave Libben

Brice Shaw attended by teleconference

Meeting called to order at 4:59 p.m. by Chair Matt Reese.

Approval of minutes of March 11, 2021, Board Meeting

Motion: Wendy Second: Linda All in favor

Approval of financial report for March 1 - 31, 2021

Motion: Linda Second: David All in favor

RECEIPTS

1 plat book sold	\$ 20.00	Dist. Fund
700 flags sold	70.00	“ “
Star Ohio – interest (February)	18.34	“ “
196 wildlife packets sold	4,742.50	“ “
Blake Ross – fee to rent no-till drill	50.00	“ “
Bob Ross – no-till drill rental (9.8 acres)	117.60	“ “
Steven Toth – fee to rent seeder	50.00	“ “
Grand Communities LLC – sediment & erosion control inspection fees (Chesapeake, Section 3)	4,900.00	“ “
Brad Stewart – no-till seeder fee & rental (6.8 acres)	131.60	“ “
Steve Toth – no-till seeder rental (7.8 acres)	93.60	“ “
Ryan Hoisington – no-till drill fee & rental (6 acres)	<u>122.00</u>	“ “
Total Receipts District Fund	\$10,315.64	
Violet Township Trustees – MS4 funds	7,400.00	Spec. Fund
Fairfield County Commissioners – Co. Appropriation (2 nd)	<u>155,100.00</u>	“ “
Total Receipts Special Fund	\$162,500.00	

BILLS

Ethan Kaper – Ck#5452 – 2020 college scholarship recipient	500.00	Dist. Fund
Verizon Wireless – Ck#5453 – monthly bill (\$176.95 Urban DCF; \$135.90 TSP)	312.85	“ “
Lancaster Eagle-Gazette – Ck#5454 – mthly newspaper (April)	23.99	“ “
Vinton Co. National Bank – Ck#5455 – Visa (rain gauges; SSL certificate renewal; 1,238.47 and web cam)	1,238.47	“ “
Sun Graphics Inc. – Ck#5456 – 5,000 tree guides for giveaways	<u>634.69</u>	“ “
Total Expenses District Fund	\$2,710.00	

Salaries (3/12 & 3/26)	L-1 26,129.61	Spec.Fund
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 343.08	“ “
PERS	L-11 <u>3,658.14</u>	“ “
Total Salaries & Benefits	\$40,025.85	

Handle With Care IT – PO#2763 – Level 2 remote support (SSL mail certificate)	L-5	70.00	Spec. Fund
ComDoc Inc. – PO#2890 – copier maintenance agreement base (3/3-6/2/21) & color copies (12/3/20-3/2/21)	L-4	343.72	“ “
BW Tire Pickerington LTD – PO#2980 – oil change & tire rotation on 2015 GMC	L-4	61.95	“ “
Vinton Co. National Bank – PO#2995 – Visa (C. Lucht & J. Ferbrache reg. to 3/9-3/10 Ohio Storm Water Mgmt. Drainage Conf.; C. Brown to 3/1-3/3 Ohio Woodland Water & Wildlife Conf.; C. Brown to Conservation Tillage & Tech Conf. on 3/9)	L-9	348.00	“ “
Vinton Co. National Bank – PO#2996 – Visa (misc. cables and supplies for computers; test strips)	L-2	108.23	“ “
Fairfield Co. Auditor – Resolution#2021-03.30.a – share of GIS mapping program	L-5	<u>725.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$1,656.90

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1061 3/10 Monthly fuel bill	L-2	\$177.73	<i>Current Balance \$905.78</i>
BP America – Blanket PO#989 3/10 Monthly fuel bill	L-2	\$43.30	<i>Current Balance \$703.13</i>
Time Warner Cable – Blanket PO#1055 3/17 Monthly business class service	L-5	\$133.22	<i>Current Balance \$829.60</i>

DISTRICT FUND BALANCES AS OF 3/31/21

\$444,644.31	Total balance in District Account	\$263,341.28 - Balance in Star Ohio
		\$181,303.03 - Balance in District Checking Account
\$276,221.17	Amount to be used only for the following programs/grants/etc.:	\$110,900.44 - 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
		\$70,854.64 - Current Staff Liabilities (comp & vacation leave) Assigned Funds
		\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds
\$168,423.14	Total undedicated funds	

PETTY CASH

Beginning Balance \$15.68
Ending Balance \$12.42

RECEIPTS

None

BILLS

4 newsletters returned (1 @ \$1.37;3 @ \$.63) \$ 3.26

SPECIAL FUND BALANCES AS OF 3/31/21:

Balance in Budgeted Appropriation Account - \$563,304.75

Balance in Special Account – \$450,346.10 (Actual Cash)

2020/2021 STATE MATCH

Amount allocated - \$284,342.00

Outstanding balance (to be received in 2020/2021) - \$71,084.00

Received to date - \$213,258.00

Special Fund Account Balances

L-1 Salaries \$262,611.17	L-10 Advertising \$3,757.95
L-2 Supplies \$4,235.15	L-11 PERS \$36,765.58
L-3 Equipment \$3,500.00	L-12 Worker’s Comp. \$5,000.00
L-4 Repair & Maintenance \$3,734.33	L-12a Unemployment \$10.00
L-5 Contract Services \$21,224.22	L-12a Medicare \$4,070.76
L-6 Rentals/Lease \$0	L-13 Health Insurance \$89,380.64
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$204.30
L-8 Scholarship \$0	Vacation Payout \$7,700.00
L-9 Travel Reimbursement \$3,652.00	

Vacation, Sick & Comp Leave Balances (as of 3/26/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	622.76	179.9	2.13	32	9.5
Nikki Drake	1392.9	553.1	8.65	32	0
Jonathan Ferbrache	414.15	291.75	3.39	32	0
Christina Holt	977.83	569.23	.64	32	0
Chad Lucht	2609.71	504.3	9.65	32	45.25
Tommy Springer	1093.54	310.5	6.78	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (February) \$ 19.08

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/21:

\$248,762.48 Total Cash Balance
 \$3,234.63 - 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**

Lindy Jackson with the Hunter's Run Conservancy District (HRCDD) was in attendance to discuss future assistance with project management of the HRCDD. Jonathan gave a summary of how the SWCD has assisted HRCDD to date. The SWCD started working with HRCDD in January 2019. There are 30,000 acres west and north of Lancaster that contain 29 dams that keep Lancaster from flooding. They need long-term maintenance and management plans. Lindy explained that they are trying to increase and get a more balanced assessment. He thinks they are at a point when they need a manager to oversee the day-to-day projects. He thinks this could be close to a full-time position as there is a lot of work to be done. Jonathan explained that they will be meeting with Judge Trimmer in May and would like to have a plan to present to them. Matt asked what the project manager would oversee. Jonathan assumes the position would include what he has been doing since he started with HRCDD, along with keeping track of grant documents, would be "operations manager", communicate with their board, estimated to be 70% time commitment (could be between two people). The SWCD board is in favor of pursuing an agreement with HRCDD.

Wendy had no update on nominating committee. Farm Bureau believes they will be able to have an in person annual meeting this year. The Ag Center has been reserved for September 15 with a backup date of September 7.

Dave gave the NRCS Report. They have 32 EQIP applications with the deadline being this week (3-4 pre-approved). There were eight new CSP applications for 2021 funding. Student trainee will be starting June 6.

Dave reviewed the NRCS Civil Rights policy.

Nikki explained that the CORSA bill is due.

Motion to approve payment of CORSA insurance bill (1 year) in the amount of \$5,818

Motion: Wendy Second: David All in favor

Also, CORSA is asking for a 3-year commitment.

Motion to approve signing a 3-year commitment to CORSA, signed by Matt.

Motion: Linda Second: Wendy All in favor

There was discussion of donating the two propane cannons that the District owns. These have not been used in years, and EMA may have a need for them at the airport.

Motion to approve the donation of the two propane cannons.

Motion: David Second: Linda All in favor

Nikki discussed the Continuity of Operations (COOP) and Continuity of Government Plan that is completed every year for EMA. This plan is intended to permit agencies to have a plan in place if a major event renders the normal workplace unusable. In this plan, it asked for a successor to Nikki in case she is unable to continue her role as District Manager. She is suggesting that Chad be listed as a successor in this plan.

Motion to approve Chad Lucht be listed as successor in the COOP plan.

Motion: Linda Second: David All in favor

Tommy has been asked to provide wildlife duties outside of Fairfield County. He explained that a private land biologist is currently serving in the military for a year and the Division of Wildlife has asked him to be available to aid as needed. This would just be for counties that adjoin Fairfield County. Fairfield would be his priority.

Motion to approve Tommy Springer to provide wildlife duties outside of Fairfield County (adjoining counties only).

Motion: Wendy Second: Linda All in favor

Chad Lucht recently achieved 20 years of service with the District, and Chris Holt achieved 25 years. Both were presented with certificates by Matt Reese.

Motion to adjourn at 5:50 p.m.

Motion: Linda Second: David All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator