

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

Date: February 11, 2021

Location: 831 College Avenue, Lancaster, Ohio

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

District Staff: Carrie Brown, Nikki Drake, Chris Holt, Tommy Springer

Jonathan Ferbrache attended by teleconference

NRCS Staff: Dave Libben, Brice Shaw

Meeting called to order at 4:57 p.m. by Chair Matt Reese.

Approval of minutes of January 14, 2021, Board Meeting

Motion: Linda Second: David All in favor

Approval of financial report for January 1 - 31, 2021

Motion: Wendy Second: Linda All in favor

RECEIPTS

4 plat books sold	\$ 80.00	Dist. Fund
200 flags	20.00	“ “
Dave Cain Excavating – 2021 affiliate membership	75.00	“ “
Star Ohio – interest (December)	25.81	“ “
Mark Peters – tile plan design fee (1-CLE-21)	<u>100.00</u>	“ “
Total Receipts District Fund	\$300.81	
ODA, Soil & Water Conservation – Quarter 3 state match payment	71,086.00	Spec. Fund
County Commissioners – half of allocation for 2021	<u>155,100.00</u>	“ “
Total Receipts Special Fund	\$226,186.00	

BILLS

Verizon Wireless – Ck#5439 – monthly bill (\$176.75 Urban DCF; \$135.80 TSP)	312.55	Dist. Fund
Ohio Dept. of Agriculture – Ck#5440 – application for dealer in nursery stock license	125.00	“ “
Lancaster Eagle-Gazette – Ck#5441 – monthly newspaper (Feb. 2021)	23.99	“ “
Sunrise Cooperative – Ck#5442 – 2 quarts Tordon for Hunter’s Run Conservancy	25.58	“ “
Fairfield Federal – Ck#5443 – lock box fee (1 year)	30.00	“ “
Trevor Spence – Ck#5444 – 2020 college scholarship recipient	500.00	“ “
Vinton Co. National Bank – Ck#5445 – Visa (Venom battery charger) DCF	<u>245.99</u>	“ “
Total Expenses District Fund	\$1,263.11	

Salaries (1/15, 1/29)	L-1 26,129.60	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	\$40,025.84	

BP America – Blanket PO#989 – monthly fuel bills	L-2 800.00	Spec. Fund
Time Warner Cable – Blanket PO#1055 – business class service	L-5 1176.78	“ “
Speedway SuperAmerica – Blanket PO#1061 – monthly fuel bills	L-2 1500.00	“ “
Handle With Care IT – PO#1595 – quarterly maintenance fee for 6 computers and 1 server	L-5 384.00	“ “
BW Tire Pickerington – PO#1604 – wiper blades for 2015 GMC Sierra	L-2 36.00	“ “
Vinton Co. National Bank – PO#1882 – Visa (HP ink for plotter)	L-2 247.21	“ “
Handle With Care IT – PO#1945 – IT support (VIPRE email security)	L-5 420.00	“ “

subscription)
 OFSWCD – PO#2180 – Envirothon donation L-8 50.00 “ “
Total Expenses Special Fund (Purchase Orders) \$4,613.99

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1061 L-2
 1/12 Monthly fuel bill \$194.56
Current Balance \$1,305.44

Time Warner Cable – Blanket PO#1055 L-5
 1/14 Monthly business class service \$106.98
Current Balance \$1,069.80

DISTRICT FUND BALANCES AS OF 1/31/21

\$414,041.24 Total balance in District Account
 \$263,300.31 - Balance in Star Ohio
 \$150,740.93 - Balance in District Checking Account
 \$269,493.91 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**
 \$69,027.38 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
 \$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s
 salaries) **Assigned Funds**
 \$144,547.33 Total undedicated funds

PETTY CASH

Beginning Balance \$29.67
 Ending Balance \$22.23

RECEIPTS

None

BILLS

7 newsletters returned at \$.62/ea. \$ 4.34
 5 newsletters returned at \$.62/ea. 3.10
 \$ 7.44

SPECIAL FUND BALANCES AS OF 1/31/21:

Balance in Budgeted Appropriation Account - \$534,730.17
 Balance in Special Account – \$485,188.82(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 \$314,870.40	L-10 Advertising \$5,000.00
L-2 Supplies \$4,416.79	L-11 PERS \$44,081.86
L-3 Equipment \$3,500.00	L-12 Worker's Comp. \$5,000.00
L-4 Repair & Maintenance \$4,300.00	L-12a Unemployment \$10.00
L-5 Contract Services \$23,219.22	L-12a Medicare \$4,756.92
L-6 Rentals/Lease \$0	L-13 Health Insurance \$109,126.88
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$248.10
L-8 Scholarship \$0	Vacation Payout \$7,700.00
L-9 Travel Reimbursement \$4,000.00	

Vacation, Sick & Comp Leave Balances (as of 1/29/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	605.36	161.50	.63	32	9.5
Nikki Drake	1374.50	522.30	2.65	32	0
Jonathan Ferbrache	409.25	287.95	3.39	32	0
Christina Holt	983.93	562.68	.64	32	0
Chad Lucht	2591.31	521.50	2.9	32	47.25
Tommy Springer	1075.14	298.45	4.9	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/21:

\$248,715.46 Total Cash Balance
 \$3,187.61 - 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. Wendy stated that Connie Smith and Joe Young have agreed to serve on the committee.

Dave gave the NRCS Report. The EQIP eligibility deadline is February 16, with 30 applications underway. NRCS will have an intern this summer.

There are some changes to the 2021 Employment Policy (additions by the county). These changes are to Section 3:22 Cellular Phone Use and Section 4:18 Personal Leave.

Approval changes to Section 3:22 Cellular Phone Use and Section 4:18 Personal Leave in the 2021 Employment Policy.

Motion: Wendy Second: David All in favor

The 2020 Annual Plan of Work was reviewed.

The 2021 Annual Plan of Work as reviewed.

Approve the 2021 Annual Plan of Work.

Motion: Gregg Second: Linda All in favor

The updated Business Plan was reviewed.

The ArcGIS online mapping program was discussed. Chad discussed adding licenses back in 2020. Carrie and Chad will have editing licenses; Jonathan and Nikki will have user licenses.

Approve \$1,200 for ArcGIS Online License Fee.

Motion: Wendy Second: Linda All in favor

There is at least one proposed resolution for the OFSWCD Annual Meeting delegate session which will be held virtually on February 23 from 10 a.m.-2 p.m. There has been a dramatic increase in renewable energy and pipeline projects filed with the Ohio Power Siting Board and the Federal Energy Regulatory Commission which have profound impact on Ohio's soil and water resources. SWCDs are political subdivisions and have the authority to file comment or file as an intervener on behalf of their district's soil and water resources. Delaware, Preble, and Fairfield are supporting this resolution. Matt will be the delegate.

Approve to support resolution 2021-1 as explained.

Motion: Linda Second: Wendy All in favor

Motion to adjourn at 5:26 p.m.

Motion: Linda Second: David All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator