

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

Date: July 8, 2021

Location: 831 College Avenue, Suite B, Lancaster, Ohio

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

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

NRCS Staff: Dave Libben and Brice Shaw

Meeting called to order at 4:58 p.m. by Chair Matt Reese.

Approval of minutes of June 10, 2021, Board Meeting

Motion: David Second: Gregg All in favor

Approval of financial report for June 1 - 30, 2021

Motion: Wendy Second: Linda All in favor

RECEIPTS

2 plat books sold	\$ 40.00	Dist. Fund
Andy Montoney – fee to rent seeder	50.00	“ “
Nick Hafford – rental of no-till drill (9.4 acres)	112.80	“ “
Andy Montoney – rental of no-till seeder (1.1 acres)	13.20	“ “
Gabe Starner – fee to rent seeder	50.00	“ “
Mark Boving – rental of no-till drill (2.3 acres)	27.60	“ “
Star Ohio – interest (May)	17.09	“ “
Joel McCreery – no-till seeder fee	50.00	“ “
Harmony Development Group – sed. & erosion control inspection fee (Estates at Lake Forest)	8,400.00	“ “
Pickaway SWCD – share of District 8 science fair awards	56.25	“ “
Gabe Starner – rental of no-till seeder (12.6 acres)	151.20	“ “
Liberty Township – MS4 program funds	<u>2,150.00</u>	“ “
Total Receipts District Fund	\$11,118.14	

BILLS

Smetzer’s Tire Center Inc. – Ck#5465 – repair no-till drill tire	67.50	Dist. Fund
Fairfield County Township Association – Ck#5466 – 2021-2022 membership	16.00	“ “
Verizon Wireless – Ck#5467 – monthly bill (\$177.01 urban;\$135.93 TSP funds)	312.94	“ “
Chase Bank – auto – insufficient funds (Receipt#54389 - \$40) & \$12 bank fee	52.00	“ “
Speedway SuperAmerica LLC – Ck#5468 – monthly fuel bill – reimb. from special fund	361.01	“ “
Sunrise Cooperative – Ck#5469 – 2.5 gallons of Crossbow for airport work	123.35	“ “
Millersport Agri-Service – Ck#5470 – repairs to no-till drill	425.45	“ “
4-H Advisory Committee – Ck#5471 – one sponsorship to Camp Canopy for 2021	280.00	“ “
Emily Swope – Ck#5472 – 1 st place winner of District 8 science fair	100.00	“ “
Emmi Brengman – Ck#5473 – 2 nd place winner of District 8 science fair	75.00	“ “
Grace Kruse – Ck#5474 – 3 rd place winner of District 8 science fair	50.00	“ “
Vinton Co. National Bank – Ck#5475 – Visa (Nikon binoculars-DCF fund)	136.95	“ “
Lancaster Eagle-Gazette – Ck#5476 – mthly newspaper (July)	<u>23.99</u>	“ “
Total Expenses District Fund	\$2,024.19	

Salaries (6/4 & 6/18)	L-1 26,129.62	Spec.Fund
Overtime, OT – C. Lucht	74.90	“ “
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “

Medicare	L-12a	353.13	“	“
PERS	L-11	<u>3,668.62</u>	“	“
Total Salaries & Benefits \$40,121.29				
Treasurer of State of Ohio – PO#4248 - audit expenses (5/19-5/22)	L-5	164.00	Spec. Fund	
ComDoc – PO#4343 – copier maintenance (6/3-9/2) & excess color copies (3/3-6/2)	L-4	286.91	“	“
DLT Solutions – PO#4365 – additional cost due to updated AutoCAD quote	L-3	117.60	“	“
BW Tire Pickerington – PO#4408 – repairs to Element passenger window	L-4	245.00	“	“
Fairfield SWCD – reimb. Speedway SuperAmerica fuel bill paid through District checking account due to late fees	L-2	361.01	“	“
Vinton Co. National Bank – PO#4500 – Visa (registration for C. Brown to attend online MS4 Bootcamp on 5/19)	L-9	32.00	“	“
Vinton Co. National Bank – PO#4501 – Visa (ink for stamp; water sampling pole and cup)	L-2	281.30	“	“
Christina Holt – PO#4506 – replenish petty cash	L-2	<u>22.58</u>	“	“
Total Expenses Special Fund (Purchase Orders) \$1,510.40				

NOTE: On June 11, \$74.90 was transferred from L-1 Salaries to Overtime, OT

PURCHASE ORDERS

BP America – Blanket PO#989	L-2			
6/8 Monthly fuel bill			\$212.24	
				<i>Current Balance \$341.11</i>
Time Warner Cable – Blanket PO#1055	L-5			
6/7 Monthly business class service			\$107.98	
				<i>Current Balance \$506.66</i>

DISTRICT FUND BALANCES AS OF 6/30/21

\$483,382.72	Total balance in District Account	
	\$263,393.31 - Balance in Star Ohio	
	\$219,989.41 - Balance in District Checking Account	
\$302,656.44	Amount to be used only for the following programs/grants/etc.:	
	\$127,400.44 - 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	
	\$5,400.00 – Farmland Preservation Stewardship Fund – Committed Funds	
	\$75,389.91 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$180,726.28	Total undedicated funds	

PETTY CASH

Beginning Balance \$12.42
Ending Balance \$35.00

RECEIPTS

Check from L-2 Supplies \$22.58

BILLS

None

SPECIAL FUND BALANCES AS OF 6/30/21:

Balance in Budgeted Appropriation Account - \$315,084.62

Balance in Special Account – \$503,243.19 (Actual Cash)

2020/2021 STATE MATCH

Amount allocated - \$284,342.00

Outstanding balance (to be received in 2020/2021) - \$0

Received to date - \$284,342.00

Special Fund Account Balances

L-1 Salaries \$184,147.41	L-10 Advertising \$3,713.50
L-2 Supplies \$3,004.75	L-11 PERS \$25,780.68
L-3 Equipment \$1,079.40	L-12 Worker’s Comp. \$3,204.22
L-4 Repair & Maintenance \$3,040.57	L-12a Unemployment \$10.00
L-5 Contract Services \$12,357.22	L-12a Medicare \$3,026.99
L-6 Rentals/Lease \$0	L-13 Health Insurance \$59,761.28
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$138.60
L-8 Scholarship \$0	Vacation Payout \$7,700.00
L-9 Travel Reimbursement \$3,620.00	Overtime, OT \$0

Vacation, Sick & Comp Leave Balances (as of 6/18/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	647.86	207.5	8.13	32	3.25
Nikki Drake	1420.50	590.55	18.15	32	0
Jonathan Ferbrache	428.75	333.45	8.64	31.5	0
Christina Holt	1004.68	589.93	.39	32	0
Chad Lucht	2631.56	510.5	9.27	32	39.75
Tommy Springer	1121.14	320.70	3.9	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May)

\$ 15.27

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/21:

\$248,816.19 Total Cash Balance

\$3,288.34 - 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**

Wendy reported that there are two additional candidates for the Board of Supervisors election. Rob Stilwell and Doug Tenney have decided to join Linda Claypool in running for this year's election. We have requested bios, pictures, and statement of candidacy from them.

Approval of candidates for Board of Supervisor's election.

Motion: Gregg Second: David All in favor

Dave gave the NRCS report. Brice is back to work from leave. There are eight EQIP applications that have been preapproved. Brice and Tommy will be doing CRP checks. New rules and incentives for CRP have been released.

Nikki had emailed the board the following changes that the Fairfield County Commissioners have made to the County Compensation Plan:

- Adjusting the salary minimums and maximums to reflect an increase in all of the classification ranges to keep competitive with the job market.
- Also proposed is a \$500 incentive to each employee for recognition of working through the pandemic. This would cost the District \$3,000
- Increase the merit-based pay incentive for exceeding standards from 3 to 3.5% for years 2022-2025.

Motion to approve the above changes.

Motion: Wendy Second: Linda All in favor

The Juneteenth holiday was signed into legislation by President Biden. Due to timing, the County was unable to shut offices for the holiday. For 2021, this will be a floating holiday and must be taken prior to December 31, 2021.

Motion to approve the Juneteenth holiday.

Motion: Wendy Second: David All in favor

The Annual Plan of Work was reviewed by staff and board.

Carrie Brown has accepted a position with OSU Extension in Fairfield County. Her last day with the SWCD will be July 30. Nikki reviewed changes to the job description.

Motion to approve the revised job description for Engineering Technician and posting of the position.

Motion: Gregg Second: Wendy All in favor

Nikki reviewed changes made to the Storm Water Management Agreement with the Village of Lithopolis. They are asking us to do construction review, and the original agreement did not include this service. They will compensate us as the reviews are completed.

Motion to approve the revised Storm Water Management Agreement with the Village of Lithopolis.

Motion: Wendy Second: Gregg All in favor

The HP T2500 plotter was traded in on the new HP DesignJet XL 3600 printer, scanner, and copier. An inventory retirement form needs to be approved to delete it from the inventory list.

Motion to approve the Inventory Retirement Form for the HP DesignJet T2500.

Motion: Gregg Second: David All in favor

Tommy explained the new Ohio Landowner/Hunter Access Program (OLHAP), a new program that offers landowners per-acre payments for enrolling their property for hunter access. The Division of Wildlife would manage the property for public hunting. This is a competitive program that is funded in part by the federal Farm Bill and points are based on the number of acres enrolled. Participating landowners receive annual payment rates ranging from \$2 to \$30 per acre depending on the characteristics of the property enrolled.

The audit letter for years 2019 and 2020 was sent to all board members. They hope to complete our audit by September 16.

Into executive session at 5:27 p.m. to conduct personnel exit interview.

Motion: David Second: Wendy Linda – yes; Matt – yes; Wendy – yes; David – yes; Gregg – yes

Out of executive session at 5:43 p.m.

Motion: Wendy Second: Gregg Matt – yes; Wendy – yes; David – yes; Gregg – yes; Linda - yes

Motion to adjourn at 5:44 p.m.

Motion: Linda Second: Wendy All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator