

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

**Date:** June 10, 2021

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

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

**District Staff:** Carrie Brown, Nikki Drake, Chris Holt, Chad Lucht

**NRCS Staff:** Dave Libben & Rebekah Krull, NRCS Student Trainee

Meeting called to order at 5:01 p.m. by Vice-Chair Gregg Pontius.

**Approval of minutes of May 13, 2021, Board Meeting**

Motion: Linda Second: David All in favor

**Approval of financial report for May 1 - 31, 2021**

Motion: Linda Second: David All in favor

RECEIPTS

2 plat books sold	\$ 40.00	Dist. Fund
2,000 flags sold	200.00	“ “
Violet Township – DESC funds (Oct. 2020-March 2021)	20,000.00	“ “
Rick McQuade – tile plan design fee	100.00	“ “
Mike Cosstephens – no-till seeder fee & rental (5.1 acres)	111.20	“ “
Ohio Department of Agriculture – monitoring of 27 preserved farms	5,400.00	“ “
Dan Finck – no-till drill rental (16.7 acres)	200.40	“ “
Star Ohio – interest (April)	16.90	“ “
David Donley – fee to rent no-till drill	50.00	“ “
Foltz – tile plan design fee	100.00	“ “
Nick Hafford – fee to rent no-till drill	50.00	“ “
Violet Development Group – Sediment & Erosion Control Inspection Fees (Violet Meadows, Section 6.1)	3,800.00	“ “
Violet Development Group – Sediment & Erosion Control Inspection Fees (Violet Meadows, Section 6.2)	4,300.00	“ “
David Donley – rental of no-till drill (25.3 acres)	303.60	“ “
Mark Boving – fee to rent no-till drill	50.00	“ “
Bob Jackson – no-till seeder rental (14.4 acres)	<u>172.80</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$34,894.90</b>	
BWC Refund	35.92	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$35.92</b>	

BILLS

Verizon Wireless – Ck#5460 – monthly bill (\$177.01 Urban DCF; \$135.93 TSP)	312.94	Dist. Fund
Ag Pro – Ck#5461 – diagnose issue with Gator – labor cost	49.75	“ “
Licking SWCD – Ck#5462 – 2021 tree sale	4,626.80	“ “
Lancaster Eagle-Gazette – Ck#5463 – mthly newspaper (June)	23.99	“ “
Vinton Co. National Bank – Ck#5464 – Visa (tape measure \$14.99; seeder parts \$22.09; tool box to make battery box for Hydrone \$22.99)	<u>60.07</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$5,073.55</b>	
Salaries (5/7 & 5/21)	L-1 26,129.62	Spec.Fund
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 347.56	“ “

PERS	L-11	<u>3,658.14</u>	“	“
		<b>Total Salaries &amp; Benefits</b>	<b>\$40,030.34</b>	
Speedway SuperAmerica – added to blanket PO#1061	L-2	500.00	Spec. Fund	
DLT Solutions – PO#3958 – AutoCAD subscription renewal 1 year	L-3	2,303.00	“	“
Treasurer of State of Ohio – PO#3961 – audit bill (3/30-4/24/21)	L-5	1,640.00	“	“
BW Tire – PO#4169 – Dodge RAM oil change, new headlamp, wipers	L-4	<u>99.90</u>	“	“
		<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$4,542.90</b>	

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1061	L-2			
5/12 Monthly fuel bill		\$535.49		
			<i>Current Balance</i>	<i>\$405.58</i>
BP America – Blanket PO#989	L-2			
5/11 Monthly fuel bill		\$82.81		
			<i>Current Balance</i>	<i>\$553.35</i>
Time Warner Cable – Blanket PO#1055	L-5			
5/11 Monthly business class service		\$107.98		
			<i>Current Balance</i>	<i>\$614.64</i>

DISTRICT FUND BALANCES AS OF 5/31/21

\$474,288.77	Total balance in District Account			
	\$263,376.22 - Balance in Star Ohio			
	\$210,912.55 - Balance in District Checking Account			
\$292,499.00	Amount to be used only for the following programs/grants/etc.:			
	\$119,000.44 - Sediment & Erosion Control Inspection Fees – RPC projects			
	(Any unused amount is returned) <b>Restricted Funds</b>			
	\$93.17 – Amount that can be used for a project utilizing the following funds:			
	\$66.36 – Mall Wetland Sign Funds <b>Assigned Funds</b>			
	\$26.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>			
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>			
	\$6,500.00 – EPRI Grant Funds – Hague <b>Restricted Funds</b>			
	\$5,400.00 – Farmland Preservation Stewardship Fund – <b>Committed Funds</b>			
	\$73,632.47 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>			
	\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>			
\$181,789.77	Total undedicated funds			

PETTY CASH

Beginning Balance \$12.42  
Ending Balance \$12.42

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 5/31/21:

Balance in Budgeted Appropriation Account - \$356,716.31  
Balance in Special Account – \$544,874.88 (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 \$210,351.93	L-10 Advertising \$3,713.50
L-2 Supplies \$3,669.64	L-11 PERS \$29,449.30
L-3 Equipment \$1,197.00	L-12 Worker’s Comp. \$3,204.22
L-4 Repair & Maintenance \$3,572.48	L-12a Unemployment \$10.00
L-5 Contract Services \$12,521.22	L-12a Medicare \$3,380.12
L-6 Rentals/Lease \$0	L-13 Health Insurance \$69,634.40
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$160.50
L-8 Scholarship \$0	Vacation Payout \$7,700.00
L-9 Travel Reimbursement \$3,652.00	

**Vacation, Sick & Comp Leave Balances (as of 5/21/21)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	638.66	198.3	2.63	32	6
Nikki Drake	1411.3	583.9	15.15	32	0
Jonathan Ferbrache	422.55	318.05	4.51	31.5	0
Christina Holt	996.23	582.53	.39	32	0
Chad Lucht	2628.11	495.1	11.65	32	42.75
Tommy Springer	1111.94	316.30	11.9	24	0

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (April) \$ 16.36

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/21:

\$248,800.92 Total Cash Balance  
 \$3,273.07 - 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**

Lisa Syx, ODA Financial Program Manager, was in attendance to give an update on the Ohio Department of Agriculture. ODA staff will be transitioning back to the office between July 6 and September 30. All training will be held online until further notice. The 2022-23 biennium budget has passed the House and has been referred to the Senate Finance Committee for review. State match should be at a rate that is similar to fiscal year 2021. H2Ohio is on track to be funded at \$60 million each year in the current 14-county project area and hoping to add 10 more counties. Three new people were hired to run H2Ohio.

Wendy was not in attendance so there was no nominating committee update.

Rebekah Krull introduced herself. She will be working as a summer intern with NRCS until mid-August. Dave gave the NRCS Report. Brice will be back in July. He gave updates on EQIP and CSP.

We have been having a lot of issues with the HP T2500 plotter. An opportunity came up to purchase a new HP to replace the plotter. Nikki had board approval by email to proceed with the purchase. The cost is \$9,500 after a \$1,000 rebate.

**Motion to approve the purchase of a new HP Printer/Scanner/Copier at a cost of \$9,500 to replace the HP T2500.**

Motion: Linda Second: David All in favor

Chris reviewed the 2022 Level 2 budget.

**Motion to approve the Level 2 budget for 2022 as presented.**

Motion: Linda Second: David All in favor

Chad worked 1.5 hrs. overtime on Hydrone work with Franklin SWCD. A fund-to-fund transfer is needed to switch \$74.90 from Salaries to OT, Overtime to cover this expense.

**Motion to approve a fund-to-fund transfer of \$74.90 from Salaries to OT, Overtime.**

Motion: Linda Second: David All in favor

Chris explained issues we are currently having with the Speedway SuperAmerica fuel account. The payment is processed as soon as the bill is received. It can sometimes take a few days to get a check written, depending on when the bill comes versus deadline to submit bills to the Auditor's office. In some cases, our checks are taking over two weeks to be cashed. We are currently being charged significant late fees. After discussing this with Chris Wagner at the Auditor's office, it was decided to pay the bill from District checking and get reimbursement from the Special Fund. Also, she is looking at other fuel credit cards (WEX) that would offer better terms.

Nikki explained that the original DLT quote for the AutoCAD subscription renewal (1 year) that was approved at the May board meeting was only good for a day. There was a price increase on the new quote that was recently sent. The difference between the two was \$117.60.

**Motion to approve payment of \$117.60 to DLT to cover the difference between the two quotes.**

Motion: Linda Second: David All in favor

Nikki discussed some proposed changes to the SWCD board election process for 2022. ODA recently held training on this year's election process. They are looking into possibly holding all 88 SWCDs' elections in 2022 within the same 30-day period and are seeking feedback. The advantage of doing this is that advertising could be done in magazines, etc. for all 88 elections. FSWCD staff feel that holding them all at the same time would not work, as it may not be at the same time ours is always held. Also, would ODA have the staff it would take to do all of them at the same time? After discussion it was decided that this would not be in our favor to do.

Chad showed some aerial images from drone flights over Brooks Park at Buckeye Lake and the project they are working on. He also showed data received from the Hydrone work with Franklin SWCD.

**Motion to adjourn at 5:59 p.m.**

Motion: Linda Second: Gregg All in favor

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Gregg Pontius, Vice-Chair

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Linda Claypool, Treasurer-Fiscal Agent

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator