

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

Date: May 13, 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, Jonathan Ferbrache, Chris Holt, Chad Lucht, Tommy Springer

NRCS Staff: Dave Libben

Meeting called to order at 5 p.m. by Chair Matt Reese.

Approval of minutes of April 8, 2021, Board Meeting

Motion: Wendy Second: Linda All in favor

Approval of financial report for April 1 - 30, 2021

Motion: Linda Second: Gregg All in favor

RECEIPTS

2 plat books sold	\$ 40.00	Dist. Fund
23 wildlife packets	230.00	“ “
2,800 flags sold	280.00	“ “
Copies sold	40.00	“ “
Star Ohio – interest (March)	18.04	“ “
William Barber – no-till drill fee	50.00	“ “
Eric Sensky – fee to rent seeder	50.00	“ “
Mahlon Coblentz – fee to rent seeder	50.00	“ “
William Barber – drill rental (10.1 acres)	121.20	“ “
Eric Sensky – seeder rental (5.4 acres)	76.79	“ “
Bob Jackson – fee to rent seeder	50.00	“ “
Dan Finck – fee to rent drill	50.00	“ “
Mahlon Coblentz – seeder rental (32.7 acres)	392.40	“ “
Steve Landis – rental of tree planter (1,520 trees)	<u>76.00</u>	“ “
Total Receipts District Fund	\$1,524.43	
Village of Lithopolis – MS4 funds	4,080.00	Spec. Fund
ODA, Soil & Water Conservation – Qtr. 4 state match payment	<u>71,084.00</u>	“ “
Total Receipts Special Fund	\$75,164.00	

BILLS

Verizon Wireless – Ck#5457 – monthly bill (\$176.95 Urban DCF; \$135.90 TSP)	312.85	Dist. Fund
Lancaster Eagle-Gazette – Ck#5458 – mthly newspaper (May)	23.99	“ “
Vinton Co. National Bank – Ck#5459 – Visa (batteries/supplies for hydrone \$412.24; supplies to wrap 5 th grade trees \$94.31; rain barrels for Lithopolis \$216; \$463.94 to fix tree planter trailer; \$177.99 tools/supplies installation of rain gauges)	1,364.48	“ “
Sun Graphics Inc. – Ck#5456 – 5,000 tree guides for giveaways	<u>634.69</u>	“ “
Total Expenses District Fund	\$2,336.01	
Salaries (4/9 & 4/23)	L-1 26,129.62	Spec. Fund
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 343.08	“ “
Workers Comp	L-12 1,795.78	“ “
PERS	L-11 <u>3,658.14</u>	“ “
Total Salaries & Benefits	\$41,821.64	
Handle With Care IT – PO#3250 – quarterly maintenance fee for IT support	L-5 384.00	Spec. Fund

Treasurer of State of Ohio – PO#3251 – GAGAS Audit of 2019-2020	L-5	861.00	“	“
Office Mart – PO#3294 – misc. office supplies	L-2	65.51	“	“
CORSA – PO#3362 – equipment/liability insurance (1 year)	L-5	5,818.00	“	“
MNCO – PO#3394 – legal notice for cash basis report	L-10	44.45	“	“
BW Tire Pickerington – PO#3511 – 2013 GMC oil change	L-4	<u>61.95</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$7,234.91		

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1061	L-2			
4/12 Monthly fuel bill		\$464.71		
			<i>Current Balance \$441.07</i>	
BP America – Blanket PO#989	L-2			
4/12 Monthly fuel bill		\$66.97		
			<i>Current Balance \$636.16</i>	
Time Warner Cable – Blanket PO#1055	L-5			
4/12 Monthly business class service		\$106.98		
			<i>Current Balance \$722.62</i>	

DISTRICT FUND BALANCES AS OF 4/30/21

\$444,467.42	Total balance in District Account			
	\$263,359.32 - Balance in Star Ohio			
	\$181,108.10 - Balance in District Checking Account			
\$278,765.08	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			
	\$73,398.55 - Current Staff Liabilities (comp & vacation leave) Assigned Funds			
	\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds			
\$165,702.34	Total undedicated funds			

PETTY CASH

Beginning Balance \$12.42
Ending Balance \$12.42

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/21:

Balance in Budgeted Appropriation Account - \$401,289.55
Balance in Special Account – \$589,412.20 (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 \$236,481.55	L-10 Advertising \$3,713.50
L-2 Supplies \$4,169.64	L-11 PERS \$33,107.44
L-3 Equipment \$3,500.00	L-12 Worker's Comp. \$3,204.22
L-4 Repair & Maintenance \$3,672.38	L-12a Unemployment \$10.00
L-5 Contract Services \$14,161.22	L-12a Medicare \$3,727.68
L-6 Rentals/Lease \$0	L-13 Health Insurance \$79,507.52
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$182.40
L-8 Scholarship \$0	Vacation Payout \$7,700.00
L-9 Travel Reimbursement \$3,652.00	

Vacation, Sick & Comp Leave Balances (as of 4/23/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	630.46	189.1	8.51	32	6
Nikki Drake	1402.1	568.5	18.40	32	0
Jonathan Ferbrache	419.35	302.65	3.39	32	0
Christina Holt	987.03	583.13	.39	32	0
Chad Lucht	2618.91	519.7	9.4	32	43.75
Tommy Springer	1102.74	318.65	8.28	32	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 22.08

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/21:

\$248,784.56 Total Cash Balance
 \$3,256.71 - 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.

Matt will not be seeking another term on the SWCD Board of Supervisors. Linda will be rerunning. Wendy and the nominating committee will start looking for two additional candidates.

Dave gave the NRCS Report. There were 16 EQIP applications that were preapproved with half being forestry and a couple grazing. CRP is currently on hold for updating of rates. CRP cost share for waterways will be increasing to a higher level. Brice and his wife had a baby boy last week, and he will be off on leave for a couple months. Chris Elliott from Delaware NRCS is helping while Brice is off.

An invoice was received for a portion of the audit (period from 3/30-4/24/21).

Motion to pay audit bill in the amount of \$1,640

Motion: Wendy Second: David All in favor

Motion to approve and sign (Linda) Form 11

Motion: Wendy Second: Gregg All in favor

The AutoCAD software program is due for renewal (\$23 more than 2020). This is for two seats (Nikki & Carrie).

Motion to approve payment of AutoCAD bill (1 year) in the amount of \$2,303

Motion: Gregg Second: David All in favor

Nikki reviewed changes to the COOP Plan from previous years due to pandemic. Signed copy will be sent to Fairfield County Emergency Management Agency (EMA).

Motion to approve signing Continuity of Operations & Continuity of Government Plan (COOP)

Motion: Wendy Second: Gregg All in favor

Chad was able to get a better idea of what the proposed rate for the use of the Hydrone should be after staff did four surveys using it. The hourly rate of \$140 per hour for use of the Hydrone was discussed. This includes travel time.

Motion to approve rate of \$140 per hour for use of Hydrone with one employee for 2021.

Motion: Gregg Second: Linda All in favor

Overtime pay for Chad was also considered when calculating the rate for use of the Hydrone.

Motion to approve Chad Lucht to earn overtime pay on Hydrone work.

Motion: Linda Second: David All in favor

Nikki discussed Camp Canopy (forestry camp). Last year's event was held virtually at no cost due to the pandemic. We previously have sponsored a membership for a 4-H member to attend by donating to OSU Extension. They are doing an in-person event this year and each sponsorship will be \$280 (\$375 previous years). They have three students wanting to attend this year. There was discussion on how many to sponsor. It was decided to give up to three since no college scholarships were given this year.

Motion to approve sponsoring up to three students to Camp Canopy (OSU Extension) at a total cost of \$840.

Motion: Wendy Second: Gregg All in favor

There was discussion on the creation of a Farmland Preservation Stewardship Fund. Jonathan Ferbrache gave some background information on the Farmland Preservation Program. The SWCD monitors the FLP easements once per year. Jonathan explained the policy of the Land Trust, which is \$5,000 per easement held. Previous administration at ODA had established funds for doing this monitoring work (\$200 per easement) and this has continued today. These funds do not go to the landowner, can be used within the SWCD, can be used for equipment needed, and may be used to support the program and clarify issues that may arise.

Motion to approve the creation of the Farmland Preservation Stewardship Fund.

Motion: Linda Second: Gregg All in favor

Nikki reported that the Fairfield County Commissioners won their lawsuit against Franklin Co. Health Consortium. The ruling was \$8.5 million plus interest. In June 2020, the Commissioners voted to change employees health insurance share from 15% to 20%. They recently voted to take it back to 15% for employees while keeping employer rate at 80%.

Motion to approve the employee share of health insurance at 15% effective pay period of 4/24-5/7/21

Motion: Gregg Second: Wendy All in favor

Matt will not be able to attend the June board meeting.

Motion to adjourn at 5:41 p.m.

Motion: Wendy Second: Gregg All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator