

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

Date: August 12, 2021

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

Board of Supervisors in attendance: Linda Claypool, Matt Reese, Gregg Pontius

District Staff: Nikki Drake, Chris Holt, Tommy Springer

NRCS Staff: Dave Libben

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

Approval of minutes of July 8, 2021, Board Meeting

Motion: Gregg Second: Linda All in favor

Approval of financial report for July 1 - 31, 2021

Motion: Gregg Second: Linda All in favor

RECEIPTS

FSWCD Special Fund – reimb. Speedway fuel bill	\$ 361.01	Dist. Fund
Joel McCreery – rental of no-till seeder (5.1 acres)	61.20	“ “
Star Ohio – interest (June)	17.34	“ “
Violet Township – DESC funds (April – June 2021)	16,200.00	“ “
FSWCD Special Fund – reimb. Speedway fuel bill	317.22	“ “
Stacie Hopple – rental of tree planter (600 trees)	30.00	“ “
Perry SWCD – District science fair share of costs	56.25	“ “
Robert Judy – tile plan design fee (35-WAL-21)	100.00	“ “
Licking SWCD – District science fair share of costs	<u>56.25</u>	“ “
Total Receipts District Fund	\$17,199.27	
FSWCD Chase Checking – Liberty Twp. MS4 funds	\$ 2,150.00	Spec. Fund
City of Pickerington – MS4 funds	6,900.00	“ “
ODNR, Division of Wildlife – Wildlife Specialist Grant	<u>14,400.00</u>	“ “
Total Receipts Special Fund	\$23,450.00	

BILLS

Fairfield SWCD Special Fund – Ck#5477 – Liberty Twp. MS4 funds (#498417)	\$ 2,150.00	Dist. Fund
Helena Agri-Enterprises LLC – Ck#5478 – consumables for pesticide work (DCF)	73.00	“ “
Verizon Wireless – Ck#5479 – monthly bill (\$177.01 urban;\$135.93 TSP funds)	312.94	“ “
Millersport Agri Service Inc. – Ck#5480 – repairs to no-till seeder	239.67	“ “
Ag-Pro – Ck#5481 – repairs to JD Gator – pesticide funds (DCF)	1,417.32	“ “
Speedway SuperAmerica – Ck#5482 – monthly fuel bill (6/8-7/8/21)	317.22	“ “
Key Blue Prints Inc. – Ck#5483 – HP DesignJet XL3600 copier/scanner/printer	<u>10,500.00</u>	“ “
Total Expenses District Fund	\$15,010.15	
Salaries (7/2, 7/16 & 7/30)	L-1 42,220.01	Spec.Fund
Health Insurance	L-13 8,227.60	“ “
Life Insurance	L-13 18.25	“ “
Medicare	L-12a 589.83	“ “
PERS	L-11 <u>5,490.79</u>	“ “
Total Salaries & Benefits	\$56,546.48	
Fairfield SWCD – PO#4891 – reimb. Speedway fuel bill	L-2 317.22	Spec. Fund
Vinton Co. National Bank – PO#4894 – Visa (cost to diagnose RAM issue)	L-4 130.00	“ “
Vinton Co. National Bank – PO#4895 – Visa (garden hose, rechargeable batteries, spiral binding coils)	L-2 155.37	“ “
Key Blue Prints Inc. – PO#5011 – full set of ink for HP 3600	L-2 750.00	“ “

Handle With Care IT – PO#5139 – Quarterly maintenance fee for 6 computers & 1 server L-5 384.00 “ “

Total Expenses Special Fund (Purchase Orders) \$1,736.59

PURCHASE ORDERS

BP America – Blanket PO#989 L-2
7/7 Monthly fuel bill \$156.92
Current Balance \$184.19

Time Warner Cable – Blanket PO#1055 L-5
7/7 Monthly business class service \$107.98
Current Balance \$398.68

DISTRICT FUND BALANCES AS OF 7/31/21

\$485,571.84 Total balance in District Account
\$263,410.65 - Balance in Star Ohio
\$222,161.19 - Balance in District Checking Account
\$301,785.26 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**
\$74,518.73 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**
\$183,786.58 Total undedicated funds

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$35.00

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 7/31/21:

Balance in Budgeted Appropriation Account - \$256,801.55
Balance in Special Account – \$468,410.12 (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 \$141,927.40	L-10 Advertising \$3,713.50
L-2 Supplies \$1,782.16	L-11 PERS \$20,289.89
L-3 Equipment \$1,079.40	L-12 Worker's Comp. \$3,204.22
L-4 Repair & Maintenance \$2,910.57	L-12a Unemployment \$10.00
L-5 Contract Services \$11,973.22	L-12a Medicare \$2,437.16
L-6 Rentals/Lease \$0	L-13 Health Insurance \$51,533.68
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$120.35
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 7/30/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	661.66	197.80	.13	0	0
Nikki Drake	1434.30	566.90	18.15	32	0
Jonathan Ferbrache	441.55	316.55	8.64	11.5	0
Christina Holt	1017.48	570.28	.39	0	0
Chad Lucht	2645.36	533.60	9.27	32	24.5
Tommy Springer	1134.94	332.80	17.4	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 18.00

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/21:

\$248,834.19 Total Cash Balance
 \$3,306.34 - 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**

There were no public comments.

There were no standing committee reports.

Dave gave the NRCS report. Two additional EQIP contracts were added since last month. There was a total of eight funded CSP applications. Sign-up for the CSP Grassland Conservation Initiative ends October 15. Rebekah has been a big help with CRP plans. Her final day is August 13. Brice will be on family leave for four weeks starting August 16. Dave was informed from his supervisor that there is a potential of getting another Soil Conservationist that would be a shared position with other counties.

Chris discussed the leave payouts for Carrie Brown. At the time of her resignation, Carrie had 197.8 hrs. of vacation that was paid out at a cost of \$3,592.05, and .14 hrs. of comp time at a cost of \$2.54.

Motion to approve the following account to account transfers to cover the payouts:

\$1,271 from L-1 Salaries to Vacation Payout

\$2.54 from L-1 Salaries to Comp-Time Payout

Motion: Gregg Second: Linda All in favor

Chris explained that in the process of figuring up the amount of leave payouts for Carrie Brown, the Fairfield County payroll department stated that the leave amounts that the county MUNIS system had for employees is what is to be paid out. In previous years, it was explained that the SWCD is the official leave balance holder. The ODA-DSWC Beehive timekeeping program that the SWCD uses had Carrie's comp time leave at .13 hrs. while the MUNIS system had it at .14 hrs. County payroll explained that even though Chris submitted a payroll entry to pay Carrie for .13 hrs., they would change it to the amount shown in MUNIS. Chris discussed this with Cody Hacker, ODA Program Specialist, and he stated that there was a case in another county where the prosecutor stated that the official leave balances would be what the county has due to the employee being paid through county accounts. Cody explained that a manual adjustment in Beehive could be done, either annually or semiannually, with notations.

Motion to acknowledge that Fairfield County is the official leave balance holder and that manual adjustments be made in Beehive to balance with the County.

Motion: Gregg Second: Linda All in favor

Chris discussed changes to the 2022 Level 3 budget. Major changes include an additional amount in Contract Services to cover additional IT services and possible Buckeye Lake funding. There was a significant change in state revenue, using the numbers that Lisa Syx, ODA-DSWC Financial Program Manager, discussed at an earlier meeting, with official notice coming after the OSWCC meeting on August 26.

Motion to approve the 2022 Level 3 Budget as presented.

Motion: Gregg Second: Linda All in favor

Nikki discussed the Engineering Technician position. A total of six applications were received (3 from County HR). Four were selected for interviews. Josh Troyer, former Licking SWCD employee, was the top choice, and she would like approval to make an official offer to him.

Motion to approve the hiring of Josh Troyer at an hourly rate of \$18.16/hr.

Motion: Gregg Second: Linda All in favor

Motion to adjourn at 5:30 p.m.

Motion: Gregg Second: Linda All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator