

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

Date: December 10, 2020

Location: 831 College Avenue, Lancaster, OH 43130

Board of Supervisors in attendance: Mark Boving, Linda Claypool, Tim White
Matt Reese and Wendy LaRue attended via teleconference due to Covid-19

District Staff: Nikki Drake, Chris Holt, Chad Lucht and Tommy Springer
Carrie Brown and Jonathan Ferbrache attended via teleconference due to Covid-19

NRCS Staff: Dave Libben, Brice Shaw

Meeting called to order at 4:59 p.m. by Chair Mark Boving.

Approval of minutes of November 12, 2020, Board Meeting

Motion: Tim Second: Linda All in favor

Approval of financial report for November 1-30, 2020

Motion: Linda Second: Tim All in favor

RECEIPTS

3 plat books sold	\$ 60.00	Dist. Fund
800 flags	80.00	“ “
Star Ohio – interest (October)	21.07	“ “
Marilyn Kosier – rental of no-till seeder & fee (.8 acres)	59.60	“ “
Michael Cosstephens – rental of no-till seeder (9.8 acres)	117.60	“ “
Roger Conrad – no-till drill rental (4.4 acres)	82.80	“ “
Violet Township Trustees – pesticide work (6/1-9/4/20)	1,791.00	“ “
Brooks Rice – rental of no-till drill (4.2 acres)	50.40	“ “
Miller Ditching – 2021 affiliate membership	75.00	“ “
Carrie Lott – 2021 affiliate membership	75.00	“ “
Walnut Creek Seeds – 2021 affiliate membership	<u>75.00</u>	“ “
Total Receipts District Fund	\$2,487.47	
BWC Refund	2,955.71	Spec. Fund
Total Receipts Special Fund	\$2,955.71	

BILLS

Verizon Wireless – Ck#5427 – monthly bill (\$214.51 Urban DCF; \$135.80 TSP)	350.31	Dist. Fund
EnviroCert International Inc. – Ck#5428 – CPESC renewal for C. Lucht (1 year)	150.00	“ “
Lancaster Eagle-Gazette – Ck#5429 – monthly newspaper (Dec.)	27.30	“ “
Millersport Agri Service – Ck#5430 – replacement part & installation on no-till seeder	<u>64.38</u>	“ “
Total Expenses District Fund	\$591.99	

Salaries (11/6 & 11/20)	L-1 25,368.06	Spec.Fund
OT, Overtime pay (C. Lucht – 5.25 hrs.)	254.52	“ “
Health Insurance	L-13 9,873.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 371.51	“ “
Workers Comp.	L-12 212.26	“ “
PERS	L-11 <u>3,587.14</u>	“ “
Total Salaries & Benefits	\$39,688.51	
Speedway SuperAmerica – added to Blanket PO#1379	L-2 300.00	Spec. Fund
Vinton Co. National Bank – PO#7693 – Visa bill (surge protector & battery for computer backup)	L-2 66.77	“ “

NACD – PO#7740 – 2021 dues	L-7	775.00	“	“
OFSWCD – PO#7906 – 2021 state dues	L-7	3,953.25	“	“
OFSWCD – PO#7954 – Area 5 2021 dues	L-7	300.00	“	“
Handle With Care – PO#7957 – Level 2 remote IT support (DNS errors)	L-5	<u>105.00</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$5,500.02		

NOTE: \$1,500 was transferred from L-1 Salaries to OT, Overtime

PURCHASE ORDERS

Speedway SuperAmerica LLC – Blanket PO#1379	L-2			
11/10 Monthly fuel bill		\$219.32		
			<i>Current Balance</i>	<i>\$290.45</i>
BP America – Blanket PO#1359	L-2			
11/10 Monthly fuel bill		\$34.67		
			<i>Current Balance</i>	<i>\$307.64</i>
Time Warner Cable – Blanket PO#1376	L-5			
11/12 Monthly business class service		\$106.98		
			<i>Current Balance</i>	<i>\$0</i>

DISTRICT FUND BALANCES AS OF 11/30/20

\$397,514.89	Total balance in District Account	
	\$163,256.25 - Balance in Star Ohio	
	\$234,258.64 - Balance in District Checking Account	
\$238,081.66	Amount to be used only for the following programs/grants/etc.:	
	\$86,223.68 - 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	
	\$64,726.51 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$78,282.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$159,433.23	Total undedicated funds	

PETTY CASH

Beginning Balance \$32.39
Ending Balance \$32.39

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 11/30/20:

Balance in Budgeted Appropriation Account - \$84,314.83
Balance in Special Account – \$366,259.54(Actual Cash)

2020/2021 STATE MATCH

Amount allocated - \$284,342.00

Outstanding balance (to be received in 2020/2021) - \$142,170.00

Received to date - \$142,172.00

Special Fund Account Balances

L-1 Salaries \$38,962.47	L-10 Advertising \$2,758.35
L-2 Supplies \$1,863.13	L-11 PERS \$6,329.29
L-3 Equipment \$363.83	L-12 Worker’s Comp. \$2,533.79
L-4 Repair & Maintenance \$350.02	L-12a Unemployment \$10.00
L-5 Contract Services \$4,632.22	L-12a Medicare \$884.83
L-6 Rentals/Lease \$0	L-13 Health Insurance \$15,693.44
L-7 Specialized Services \$171.75	L-13 Life Insurance \$209.10
L-8 Scholarship \$0	Vacation Payout \$6,500.00
L-9 Travel Reimbursement \$1,807.13	OT, Overtime \$1,245.48

Vacation, Sick & Comp Leave Balances (as of 11/20/20)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Carrie Brown	582.36	138.50	.13	0	16
Nikki Drake	1351.50	518.80	2.02	0	0
Jonathan Ferbrache	402.50	252.95	3.39	0	0
Christina Holt	961.68	555.93	.89	0	0
Chad Lucht	2570.31	498.25	11.77	19	48
Tommy Springer	1052.14	296.95	2.53	0	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (October) \$ 30.65

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/20:

\$248,652.10	Total Cash Balance
	\$3,124.25 - 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 or standing committees.

Dave gave the NRCS report. All CSP payments for 2020 have been completed, and the remaining contracts will be paid in January 2021. There are seven CSP renewal contracts that are being wrapped up. The deadline to apply for EQIP is January 15, 2021.

Chris explained that a Toshiba laptop, currently on the District's equipment inventory list, needs to be disposed of. It is not able to be upgraded.

Approve the Inventory Retirement Form for Tag#15833 – Toshiba laptop computer.

Motion: Matt Second: Tim All in favor

Chris explained that the Chase checking account is reaching the limit for FDIC insured. She would like to move \$100,000 from the Chase account to our Star Ohio account.

Approve the wire/transfer of \$100,000 from Chase checking account to Star Ohio.

Motion: Wendy Second: Linda All in favor

Chris discussed the need to transfer funds from Contract Services to Repair & Maintenance. She received a bill from MT Business Technologies for the quarterly copier maintenance agreement & excess copies and the Repair & Maintenance account is short \$6.63.

Approve the transfer of \$6.63 from L-5 Contract Services to L-4 Repair & Maintenance

Motion: Linda Second: Tim All in favor

Nikki explained that an error was found in Chad Lucht's job description after it was approved at the last board meeting (NPDES needs to be removed and changed to MS4 in the next bullet).

Approve updated job description for Chad Lucht with changes.

Motion: Tim Second: Linda All in favor

Nikki explained that staff that work until 4:30 p.m. sometimes get phone calls and walk-ins close to the end of the day, which then requires them to stay past their work day. She would like to advertise that our office hours are 8 to 4 p.m. instead of 8 to 4:30 p.m. to try to keep staff from being here past their work time.

Approve the change to policy and advertise SWCD office hours to be 8 to 4 p.m. Monday through Friday.

Motion: Tim Second: Linda All in favor

Jonathan explained that the District has been assisting the Hunter's Run Conservancy District (HRCO) for the past two years with no compensation. An agreement has been put together, with the help of Josh Horacek of the Fairfield County Prosecutor's office, that states that the Fairfield SWCD will help with the day-to-day work of the HRCO (overseeing their employee Josh). This will allow the HRCO to focus on the reassessment process. Josh works on average three days a week. He will report to HRCO President Lindy Jackson when he gets to the property (barn) then he will contact Jonathan by 9 a.m. Jonathan thinks it should be no more than an hour on days that Josh works.

Approve the agreement with Hunter's Run Conservancy District for Day-to-Day Assistance in Maintenance Coordination.

Motion: Linda Second: Wendy All in favor

Nikki reviewed temporary policy changes that Fairfield County has adopted (waiving requirement for doctors note after 3 days of sick leave; sick leave taken in connection with Coronavirus will not count in the wellness leave conversion calculation; allow employees to have a negative vacation and sick leave balance and make it up later in the year). These would be temporary changes.

Approve to temporarily adopt the following changes to the employment policy in response to the Covid pandemic:

- District Manager may waive the requirement for a physician's statement after 3 days of sick leave has been used. This is an option. A statement might be required, as usual, based on operational needs or case circumstances.
- Sick time taken in connection with the Coronavirus will not count in the Wellness leave conversion calculation.
- Allow employees to have a negative vacation and sick leave balance, to make up later in the year, based on the impact of the Coronavirus.

Motion: Wendy Second: Linda All in favor

Nikki introduced “Dewey” the turtle and explained that during the month of December “Dewey” will be going out with staff to help educate the public on what the SWCD does day-to-day.

Nikki presented certificates of appreciation to Mark Boving and Tim White, who are leaving the Board. Mark has been a supervisor for 9 years and Tim for 12 years.

Motion to adjourn at 5:21 p.m.

Motion: Tim Second: Linda All in favor

Matt Reese, Vice-Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator