

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

Date: September 15, 2021

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

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

District Staff: Nikki Drake, Chris Holt, Chad Lucht, Tommy Springer, Josh Troyer

NRCS Staff: Dave Libben

Others: Cody Hacker, ODA Program Specialist; Doug Tenney, candidate for Board Supervisor

Prior to the September board meeting this evening, a joint Annual Meeting of Fairfield SWCD and Fairfield County Farm Bureau was held from 4:30 – 7:30 p.m. It was held as an open house with food truck available. Dale Ferbrache and the Fairfield County Auditor’s office spoke on Zane’s Trace to the 50 to 60 people in attendance. Awards were given out to the following: Fairfield County Auditor Jon Slater and staff – 2020 Partner of the Year Award; 2020 Cooperator Awards to Joe Fox and Joe & Liz Kircher; 2020 Conservation Educator of the Year to Amber Hoisington (Bloom Carroll teacher).

Meeting called to order at 7:33 p.m. by Chair Matt Reese.

Approval of minutes of August 12, 2021, Board Meeting

Motion: Linda Second: Gregg All in favor

Approval of financial report for August 1 - 31, 2021

Motion: Linda Second: Gregg All in favor

RECEIPTS

4 plat books sold	\$ 80.00	Dist. Fund
John Hummel – tile plan design fee	100.00	“ “
HP – cash/in tradeup rebate on HP DesignJet XL3600	1,000.00	“ “
Star Ohio – interest (July)	16.71	“ “
FSWCD Special Fund – reimb. Speedway fuel bill	372.69	“ “
John Shafer – fee to rent no-till seeder	<u>50.00</u>	“ “
Total Receipts District Fund	\$1,619.40	
Reincumbered – Speedway SuperAmerica Blanket PO	\$ 405.58	Spec. Fund
BWC Refund	<u>156.04</u>	“ “
Total Receipts Special Fund	\$561.62	

BILLS

Verizon Wireless – Ck#5484 – monthly bill (\$176.99 urban; \$135.92 TSP)	\$ 312.91	Dist. Fund
Speedway SuperAmerica – Ck#5485 – monthly fuel bill (7/8-8/7/21)	372.69	“ “
Scioto Sign – Ck#5486 – 2 cooperator signs for award winners	51.48	“ “
Lancaster Eagle-Gazette – Ck#5487 – yearly subscription	363.01	“ “
USPS – Ck#5488 – postage to mail August newsletter	282.97	“ “
RMUS – Ck#5489 – Drone fleet mgmt. by Airdata & Care renewal 1 year (DCF)	<u>699.00</u>	“ “
Total Expenses District Fund	\$2,082.06	
Salaries (8/13 & 8/27)	L-1 24,728.02	Spec.Fund
Vacation Payout – C. Brown	3,592.05	“ “
Comp Time Payout – C. Brown	2.54	“ “
Workers Comp	358.22	“ “
Health Insurance	L-13 8,227.60	“ “
Life Insurance	L-13 18.25	“ “
Medicare	L-12a 388.31	“ “

PERS	L-11	<u>3,462.27</u>	“	“
		Total Salaries & Benefits	\$40,777.26	
Treasurer of State of Ohio – PO#5217 – audit expense (2019-2020)	L-5	102.50	Spec. Fund	
WEX Bank – Blanket PO#5331 – monthly fuel bills	L-2	600.00	“	“
Fairfield SWCD – PO#5460 - reimb. Speedway SuperAmerica bill paid from District checking	L-2	372.69	“	“
Office Mart – PO#5462 – misc. office supplies	L-2	162.01	“	“
BW Tire Pickerington LTD – PO#5463 – oil change on 2015 GMC Sierra	L-4	61.95	“	“
Key Blue Prints Inc. – PO#5467 – 36”x60” roll of Tyvek banner material	L-2	245.00	“	“
North End Press – PO#5568 – August 2021 newsletter	L-10	<u>1,441.40</u>	“	“
		Total Expenses Special Fund (Purchase Orders)	\$2,985.55	

NOTE: On 11/13/21 \$1,271.00 was transferred from L-1 Salaries to Vacation Payout; \$2.54 was transferred from L-1 Salaries to Comp Time Payout

PURCHASE ORDERS

WEX Bank – Blanket PO#5331	L-2			
8/10 Monthly fuel bill		\$71.79		
			<i>Current Balance</i>	<i>\$528.21</i>
Time Warner Cable – Blanket PO#1055	L-5			
8/9 Monthly business class service		\$107.98		
			<i>Current Balance</i>	<i>\$290.70</i>

DISTRICT FUND BALANCES AS OF 8/31/21

\$485,109.18	Total balance in District Account	
	\$263,427.36 - Balance in Star Ohio	
	\$221,681.82 - Balance in District Checking Account	
\$300,416.29	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	
	\$66.27 – Amount that can be used for a project utilizing the following funds:	
	\$39.46 – Mall Wetland Sign Funds Assigned Funds (was \$66.36 – found error on ledger)	
	\$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	
	\$73,176.66 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$184,692.89	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$16.46

RECEIPTS

None

BILLS

1 newsletter returned	\$1.36
2 newsletters returned @ \$1.36 each	2.72

Cody Hacker, ODA Program Specialist, stated that the Area 5 winter meeting will be held on December 1st at Emmett Chapel. New board supervisors will be sworn in at that time.

There were no standing committee reports.

Dave gave the NRCS report. Brice is back from leave and is wrapping up CRP. Dave will be at the Farm Science Review next week. There will be two new NRCS employees working out of the Lancaster office.

Nikki reviewed a job description she put together for an Urban/Resource Technician. Starting pay would be \$18.16. State match is better than expected so we will be asking commissioners to add a staff member to help with our urban workload.

Motion to approve the Urban/Resource Technician job description.

Motion: Gregg Second: Wendy All in favor

There is a need to transfer funds from the Chase checking account to Star Ohio. We are getting closer to our \$250,000 FDIC insured amount.

Motion to approve the transfer of \$100,000 from Chase checking to Star Ohio.

Motion: Wendy Second: Gregg All in favor

During the audit process this year, Chris was asked if the District has a policy for the petty cash fund and, after much searching, we were unable to find a policy. A policy was put together for approval.

Motion to approve the Petty Cash Fund Policy as presented.

Motion: Linda Second: David All in favor

An invoice from the Treasurer of the State of Ohio was received for our audit cost during the period of 7/28-8/14/21.

Motion to approve the payment of \$3,792.50 to the Treasurer of the State of Ohio for the 2019-2020 audit.

Motion: Wendy Second: Linda All in favor

The District has "Mall Wetland Sign" funds that has a balance of \$39.46. We would like to donate these funds to AHA! A Hands-on Adventure, A Children's Museum, that is located down by the River Valley Mall, to further their outdoor education activities. Chris explained that the balance shown in this fund on the financial report showed \$66.36; however, in reviewing the fund in anticipation of donation, it was found that there were two entries for the same amount of \$26.90 done in error.

Motion to approve the donation of \$39.46 to AHA!

Motion: Wendy Second: Linda All in favor

Chad discussed the need to hire someone to provide IT services. Our current provider has closed his business. He gave some background information on IT services over the years. He passed around and reviewed a list of services and costs associated with three providers that he contacted to give us quotes. They range from completely hands-on and others more "break/fix". After discussing with staff, he would like approval to proceed with Keytel Systems, who is a little higher in costs than the others but provide more services. They will do upgrades to our system, which would be covered in our costs. This would be a month-to-month contract, at a cost of \$1,057.50 per month, and can be ended at any time. Gregg asked how long this price is guaranteed for; Chad will ask the question. Chad will get costs finalized and have Nikki communicate with the board, and then she will sign the agreement.

Motion to approve to proceed with Keytel Systems to be our IT service provider and pay upfront costs of equipment and installation.

Motion: Linda Second: Gregg All in favor

Motion to adjourn at 8:08 p.m.

Motion: Gregg Second: Linda All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator