

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

**Date:** October 7, 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, Josh Troyer

**NRCS Staff:** Dave Libben and Brice Shaw

**Others:** Doug Tenney, newly elected board supervisor (term starting 2022)

Meeting called to order at 4:57 p.m. by Chair Matt Reese.

**Approval of minutes of September 15, 2021, Special Board Meeting**

Motion: Gregg Second: Linda All in favor

**Approval of financial report for September 1 - 30, 2021**

Motion: Gregg Second: Linda All in favor

RECEIPTS

|  |                    |            |
|--|--------------------|------------|
| 1 plat book sold   | \$ 20.00           | Dist. Fund |
| Andy Wolfinger – tile plan design fee (37-HOC-21)                                    | 100.00             | “ “        |
| Leonard Miller – no-till drill fee & rental (3.5 acres)                              | 92.00              | “ “        |
| Star Ohio – interest (August)  | 17.18              | “ “        |
| John Shafer – no-till seeder rental (22 acres)                                       | 264.00             | “ “        |
| Pulte Group – sediment & erosion control inspection fees (Spring Creek Improvements) | 6,700.00           | “ “        |
| Franklin SWCD – contracted hydrone work (5/14-8/10/21)                               | 2,555.00           | “ “        |
| CORSA – dividend check for 2021-2022   | <u>75.00</u>       | “ “        |
| <b>Total Receipts District Fund</b>  | <b>\$9,823.18</b>  |            |
| ODA – Soil & Water Conservation – Qtr. 1 state match payment                         | \$ 70,054.00       | Spec. Fund |
| BWC Refund   | <u>9.60</u>        | “ “        |
| <b>Total Receipts Special Fund</b>   | <b>\$70,063.60</b> |            |

BILLS

|  |                      |            |
|--|----------------------|------------|
| ODA – Ck#5490 – pesticide business & individual (3) license renewals – 1 year                          | \$ 140.00            | Dist. Fund |
| Auld Crafters & Associates – Ck#5491 – plaque for Partner of the Year Award (Fairfield County Auditor) | 65.00                | “ “        |
| Speedway SuperAmerica – Ck#5492 – monthly fuel bill (8/8-9/8/21)                                       | 2.00                 | “ “        |
| AHA! A Children’s Museum – Ck#5493 – donation of remaining Mall Wetland Sign funds                     | 39.46                | “ “        |
| Chase Bank – auto – fee to wire funds to Star Ohio   | 35.00                | “ “        |
| Ink My Logo – Ck#5494 – 3 name badges (J. Troyer, G. Pontius, D. Ochs)                                 | 55.53                | “ “        |
| Keytel Systems – Ck#5495 – one time installation & project fee (agreement for IT Services)             | <u>3,500.00</u>      | “ “        |
| <b>Total Expenses District Fund</b>  | <b>\$3,836.99</b>    |            |
| Salaries (9/10 & 9/24)   | L-1 23,275.21        | Spec.Fund  |
| Workers Comp   | L-12 116.13          | “ “        |
| Health Insurance   | L-13 8,227.60        | “ “        |
| Life Insurance   | L-13 18.25           | “ “        |
| Medicare   | L-12a 337.50         | “ “        |
| PERS   | L-11 <u>3,258.52</u> | “ “        |
| <b>Total Salaries &amp; Benefits</b>   | <b>\$35,233.21</b>   |            |

|   |      |               |            |
|---|------|---------------|------------|
| ComDoc Inc. – PO#5877 – copier maintenance agreement base (9/3-12/2) & excess color copies (6/3-9/2/21) | L-4  | 277.34        | Spec. Fund |
| Treasurer State of Ohio – PO#5908 – audit cost for 7/28-8/14/21   | L-5  | 3,792.50      | “ “        |
| USPS – PO#5994 – 140 first class stamps (\$.58)   | L-2  | 81.20         | “ “        |
| Perry SWCD – PO#6069 – Buckeye Lake Watershed Coordinator Support                                       | L-5  | 5,000.00      | “ “        |
| HFM Publications – PO#6085 – calendar spots in Pickerington Community Calendar                          | L-10 | <u>150.00</u> | “ “        |

**Total Expenses Special Fund (Purchase Orders) \$9,301.04**

NOTE: On 9/20/21 \$100,000 was wire transferred from Chase checking to Star Ohio fund

PURCHASE ORDERS

|                                     |     |          |                                 |
|-------------------------------------|-----|----------|---------------------------------|
| WEX Bank – Blanket PO#5331          | L-2 |          |                                 |
| 9/8 Monthly fuel bill               |     | \$333.43 |                                 |
|                                     |     |          | <i>Current Balance \$194.78</i> |
| Time Warner Cable – Blanket PO#1055 | L-5 |          |                                 |
| 9/8 Monthly business class service  |     | \$107.98 |                                 |
|                                     |     |          | <i>Current Balance \$182.72</i> |

DISTRICT FUND BALANCES AS OF 9/30/21

|              |   |  |
|--------------|---|--|
| \$491,095.37 | Total balance in District Account   |  |
|              | \$363,444.54 - Balance in Star Ohio   |  |
|              | \$127,650.83 - Balance in District Checking Account   |  |
| \$309,314.98 | Amount to be used only for the following programs/grants/etc.:  |  |
|              | \$134,100.44 - Sediment & Erosion Control Inspection Fees – RPC projects<br>(Any unused amount is returned) <b>Restricted 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>  |  |
|              | \$75,414.81 - 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>                        |  |
| \$181,780.39 | Total undedicated funds   |  |

PETTY CASH

Beginning Balance \$16.46  
Ending Balance \$12.97

RECEIPTS

None

BILLS

|                                   |             |
|-----------------------------------|-------------|
| 1 newsletter returned (returned)  | \$1.43      |
| 1 newsletter returned (forwarded) | .63         |
| 1 newsletter returned (returned)  | <u>1.43</u> |
|                                   | \$3.49      |

SPECIAL FUND BALANCES AS OF 9/30/21:

Balance in Budgeted Appropriation Account - \$168,910.07  
Balance in Special Account – \$450,738.28 (Actual Cash)

2021/2022 STATE MATCH

Amount allocated - \$280,215.00

Outstanding balance (to be received in 2020/2021) - \$210,161.00

Received to date - \$70,054.00

**Special Fund Account Balances**

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| L-1 Salaries \$92,650.63            | L-10 Advertising \$2,122.10       |
| L-2 Supplies \$726.84               | L-11 PERS \$13,569.10             |
| L-3 Equipment \$1,079.40            | L-12 Worker’s Comp. \$2,729.87    |
| L-4 Repair & Maintenance \$2,571.28 | L-12a Unemployment \$10.00        |
| L-5 Contract Services \$3,078.22    | L-12a Medicare \$1,711.35         |
| L-6 Rentals/Lease \$0               | L-13 Health Insurance \$35,078.48 |
| L-7 Specialized Services \$4,500.00 | L-13 Life Insurance \$83.85       |
| L-8 Scholarship \$0                 | Vacation Payout \$5,378.95        |
| L-9 Travel Reimbursement \$3,620.00 | Overtime, OT \$0                  |

**Vacation, Sick & Comp Leave Balances (as of 9/24/21)**

|                    | <u>Sick Leave</u> | <u>Vacation Leave</u> | <u>Comp Leave</u> | <u>Personal Leave</u> | <u>Personal Wellness</u> |
|--------------------|-------------------|-----------------------|-------------------|-----------------------|--------------------------|
| Nikki Drake        | 1452.70           | 589.9662              | 23.9              | 32                    | 0                        |
| Jonathan Ferbrache | 450.45            | 323.920               | 20.64             | 11.5                  | 0                        |
| Christina Holt     | 1024.13           | 585.606               | .14               | 0                     | 0                        |
| Chad Lucht         | 2663.76           | 565.028               | 16.40             | 32                    | 0                        |
| Tommy Springer     | 1153.34           | 394.862               | 10.03             | 0                     | 0                        |
| Josh Troyer        | 275.22            | 3.1                   | 5.63              | 8                     | 0                        |

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (August) \$ 17.45

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/21:

\$248,868.00 Total Cash Balance  
 \$3,340.15 - Interest Earned  
 \$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**  
 \$23,646.11 – Pesticide Application **Assigned Funds (changed from Committed – per Audit)**  
 \$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. Nikki expressed her appreciation to Wendy on the work she did on the nominating committee.

Dave gave the NRCS report. Two new employees will be starting with NRCS in October/November. He has 66 CSP contracts to pay on this year. There will be 16 renewal CSP contracts (5 year). For CRP, there were 48 new and renewal contracts. Dave will be taking some leave in October.

During our current audit of 2019-2020, we were asked if we had a policy on the deposit of receipted funds. Chris believes she has seen it in writing somewhere; however, no policy was found. If the District doesn't have a policy, ORC must be followed which states deposit must be made within 24 hrs. after receipt.

**Motion to approve the Bank Deposit Policy.**

Motion: Wendy Second: David All in favor

The District has acquired a WEX fuel credit card that allows a grace period of 45 days to pay the bill and can be used at a lot more gas stations. The Speedway SuperAmerica account has been closed.

**Motion to approve the WEX fuel credit card account and the closing of the Speedway SuperAmerica credit card.**

Motion: Linda Second: Gregg All in favor

Nikki reviewed the changes to the Employment Policy that she sent out with her board report.

**Motion to approve the changes to Employment Policy (see below).**

Motion: Gregg Second: David All in favor

1. Pg. 30 – SWCD – organizational chart – add Urban/Resource Technician & Sr. label to Urban Specialist
2. Pg. 34 – SWCD – start & end times – delete Carrie, add Josh and update Jonathan
3. Pg. 39 – SWCD – added job classification info for Urban/Resource Technician position
4. Pg. 39-40 – SWCD – edited all classifications to match county classifications
5. Pg. 41 – County - minor verbiage change to Travel & Expense Reimbursement
6. Pg. 45 – SWCD - credit card – remove Speedway (cancelled), add WEX (new account)
7. Pg. 50 – County - Remote Work added (replace our version, but keep our agreement template)
8. Pg. 73 – County - minor verbiage change to Cell Phone Use
9. Pg. 86 – County - addition of Juneteenth Holiday (board approved 8/12/21)
10. Pg. 111 – County – exceeds standards merit rating increased from 3% to 3.5% (SWCD board approved 8/12/21)
11. Pg. 121 – SWCD – remove (replaced with County's Remote Work on page 50)
12. Pg. 122 – SWCD – keep our current Teleworking Agreement template

Nikki discussed the need make minor changes to job descriptions for herself and Jonathan.

**Motion to approve the changes to job descriptions for Resource Specialist and District Manager.**

Motion: Wendy Second: Gregg All in favor

Nikki congratulated both Linda and Doug on being elected to the Board of Supervisors. Nikki will be working on employee reviews and will email them to the board as they are completed. Employee reviews will be conducted at the November board meeting. Because Josh is in his probationary period, he will have reviews at 90-days and 6 months (prior to end of probation period).

The joint pond clinic with Licking SWCD was held on Monday, October 4th. There were 31 in attendance, which included 8 staff (Licking & Fairfield). Chad gave an update on the IT work with Keytel Systems.

**Motion to adjourn at 5:10 p.m.**

Motion: Linda Second: Wendy All in favor

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Matt Reese, Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator