

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

**Date:** January 13, 2022

**Location:** 831 College Avenue, Lancaster, Ohio

**Board of Supervisors in attendance:** Linda Claypool, Wendy LaRue, Gregg Pontius, Doug Tenney  
David Ochs attended by teleconference

**District Staff:** Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht, Tommy Springer, Josh Troyer, Molly Gilleland

**NRCS Staff:** Brice Shaw

Newly elected board members Linda Claypool (second term) and Doug Tenney were sworn in by Judge P. Randall Knece at the Area 5 Winter Meeting held on December 1, 2021.

Meeting called to order at 5 p.m. by Gregg Pontius (previous year's Vice-Chair).

The Board reorganization took place. Gregg opened nominations for Chair. *Wendy LaRue made a motion to nominate Gregg Pontius for Chair. Doug Tenney seconded. Doug moved to close nominations for Chair. Linda Claypool seconded. A roll call vote was taken: all in favor.* Motion carried. Gregg Pontius was elected Board Chair for 2022.

Gregg opened nominations for Vice-Chair. *Linda made a motion to nominate Doug Tenney for Vice-Chair. Wendy seconded. Linda moved to close nominations for Vice-Chair. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Doug Tenney was elected Board Vice-Chair for 2022.

Gregg opened nominations for Treasurer. *Wendy made a motion to nominate Linda as Treasurer. Doug seconded. Doug moved to close nominations for Treasurer. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Linda was elected Board Treasurer-Fiscal Agent for 2022.

Gregg opened nominations for Secretary. *Doug made a motion to nominate Wendy as Secretary. Linda seconded. Linda moved to close nominations for Secretary. Doug seconded. A roll call vote was taken: all in favor.* Motion carried. Wendy was elected Board Secretary for 2022.

Therefore, the 2022 Board positions are as follows:

Chair – Gregg Pontius  
Vice-Chair/Backup Treasurer – Doug Tenney  
Treasurer-Fiscal Agent – Linda Claypool  
Secretary – Wendy LaRue  
Member – David Ochs

**Approval of minutes of December 9, 2021, Board Meeting & Records Commission Meeting**

Motion: Wendy Second: Linda All in favor

**Approval of financial report for December 1 - 31, 2021**

Motion: Linda Second: Wendy All in favor

RECEIPTS

800 flags sold	\$ 80.00	Dist. Fund
1 plat book	20.00	“ “
Violet Township Trustees – DESC funds (July – September 2021)	8,400.00	“ “
Violet Township Trustees – pesticide work (6/24-9/7/21)	1,468.72	“ “
Millersport Agri Service – 2022 affiliate membership	75.00	“ “
Faler Feed Store – 2022 affiliate membership	75.00	“ “

Bickle Insurance Services – 2022 affiliate membership	75.00	“	“
Star Ohio – interest (November)	24.45	“	“
Law Offices of Carrie Lott – 2022 affiliate membership	75.00	“	“
Seals Construction – 2022 affiliate membership	75.00	“	“
ODA – Technician Development Program (TDP) program refund	60.00	“	“
C&C Farms & Excavating – 2022 affiliate membership	75.00	“	“
OFSWCD – TSP funds (\$8,975.25 CRP;\$330 EQIP)	9,305.25	“	“
OFSWCD – TSP funds (\$4,456.50 CRP;\$4,840.50 EQIP)	<u>9,297.00</u>	“	“
<b>Total Receipts District Fund</b>	<b>\$29,105.42</b>		

### BILLS

Verizon Wireless – Ck#5501 – mthly bill (\$98.29 TSP & \$243.37 urban funds)	\$ 341.66	Dist. Fund
David Hague – Ck#5502 – EPRI grant funds (payment 3 of 4)	3,250.00	“ “
Pickerington Area Chamber of Commerce – Ck#5503 – 2022 membership	175.00	“ “
Lancaster-Fairfield Co. Chamber of Commerce – Ck#5504 – 2022 membership	300.00	“ “
Chase Bank – auto – 1 box of checks	20.00	“ “
Fairfield Federal Savings & Loan – Ck#5505 – safe deposit box for 1 year	30.00	“ “
Vinton Co. National Bank – Ck#5506 – Visa bill (antifreeze to winterize pesticide equipment)	10.76	“ “
USPS – Ck#5507 – postage to mail December newsletter	<u>296.84</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$4,424.26</b>	

Salaries (12/3, 12/17 & 12/30)	L-1 39,271.24	Spec.Fund
Vacation Payouts (C. Lucht & N. Drake – 80 hrs. each)	5,378.40	“ “
Health Insurance	L-13 9,475.44	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 647.44	“ “
PERS	L-11 <u>5,497.97</u>	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$60,292.39</b>	

Keytel Systems – PO#7293 – Contract for IT services (Oct.-Dec. 2021)	L-5 2,182.50	Spec. Fund
Charter Communications – PO#7331 – business class service (12/5/21-1/4/22)	L-5 107.98	“ “
WEX Bank – PO#7350 – monthly fuel bill (11/7-12/7/21)	L-2 370.36	“ “
Keytel Systems – PO#7358 – replace & update computer server/equipment	L-3 7,109.36	“ “
North End Press – PO#7413 – December 2021 newsletter print & mail	L-10 1,453.45	“ “
Square Grove LLC – added to PO#7026 (Uplift Desk)	L-3 .01	“ “
Como Inc. – PO#7453 – copier maintenance 12/3/21-3/2/22 & excess color charges 9/3-12/2/21	L-4 285.46	“ “
Office Mart – PO#7454 – misc. office supplies	L-2 79.79	“ “
USPS – PO#7478 – postage stamps (200-\$.58; 40-\$1; 140-\$.40)	L-2 212.00	“ “
Vinton Co. National Bank – PO#7474 – visa bill (7 staff/board regs. to Area 5 Winter Mtg.; T. Springer to 1/21/22 Wildlife Mgmt. Conference)	L-9 147.00	“ “
Vinton Co. National Bank – PO#7475 – visa bill (4 TV’s & cables to use as computer monitors)	L-3 760.90	“ “
BW Tire Pickerington LTD – PO#7476 – oil change & air filter for Element	L-4 <u>46.13</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders)</b>	<b>\$12,754.94</b>	

**NOTE:** The following account to account transfers were made:  
 \$1,800 from L-12 Workers Comp to L-3 Equipment  
 \$400 from L-12 Workers Comp to L-2 Supplies

### BLANKET PURCHASE ORDERS

None

DISTRICT FUND BALANCES AS OF 12/31/21

\$531,157.37 Total balance in District Account  
 \$363,511.89 - Balance in Star Ohio  
 \$167,645.48 - Balance in District Checking Account  
 \$315,032.39 Amount to be used only for the following programs/grants/etc.:  
 \$144,500.44 - Sediment & Erosion Control Inspection Fees – RPC projects  
 (Any unused amount is returned) **Restricted Funds**  
 \$26.81 – Land Lab Funds (Quail Unlimited donation) **Assigned Funds**  
 \$2,255.84 – Clear Creek Funds **Restricted Funds**  
 \$3,250.00 – EPRI Grant Funds – Hague **Restricted Funds**  
 \$5,400.00 – Farmland Preservation Stewardship Fund – **Committed Funds**  
 \$73,982.22 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**  
 \$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s  
 salaries) **Assigned Funds**  
 \$216,124.98 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$35.00  
 Ending Balance \$35.00

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 12/31/21:

Balance in Budgeted Appropriation Account - \$4,980.25  
 Balance in Special Account – \$356,862.46 (Actual Cash)

2021/2022 STATE MATCH

Amount allocated - \$280,215.00 Outstanding balance (to be received in 2021/2022) - \$140,107.00  
 Received to date - \$140,108.00

**Special Fund Account Balances**

L-1 Salaries \$717.73	L-10 Advertising \$183.65
L-2 Supplies \$240.53	L-11 PERS \$740.52
L-3 Equipment \$607.13	L-12 Worker’s Comp. \$529.87
L-4 Repair & Maintenance \$212.25	L-12a Unemployment \$10.00
L-5 Contract Services \$754.50	L-12a Medicare \$328.89
L-6 Rentals/Lease \$0	L-13 Health Insurance \$209.48
L-7 Specialized Services \$34.00	L-13 Life Insurance \$18.15
L-8 Scholarship \$0	Vacation Payout \$.55
L-9 Travel Reimbursement \$393.00	Overtime, OT \$0

## Vacation, Sick & Comp Leave Balances (as of 12/31/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1484.9	541.6442	.41	0	0
Jonathan Ferbrache	455.90	335.848	.01	0	0
Christina Holt	1056.33	572.784	.02	0	0
Chad Lucht	2645.71	534.706	.17	0	48
Tommy Springer	1185.54	408.790	.16	0	0
Josh Troyer	299.42	24.832	18.750	0	0

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 17.46

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/21:

\$248,917.64 Total Cash Balance  
 \$3,389.79 - 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.

The nominating committee for 2022 was discussed. Gregg appointed David Ochs as Chair of the nominating committee. David will need to select two individuals to join him on the committee.

Brice gave the NRCS Report. NRCS office staff was reduced to 25% for in office work (field visits normal). Denise Shafer is the Acting Area 5 Conservationist as Deba Mohler has retired. New EQIP sign-up deadline of January 14. Currently have 30 EQIP applications and counting. They have been working on remaining CSP payments from 2021. CRP status reviews for 2023 expiring contracts have begun.

The Ohio Ethics Law was reviewed along with list of all MOUs. The Ohio Ethics Law is usually part of new supervisor training and is kept as part of the SWCD employment policy.

The Operational Policy Book was discussed and reviewed.

#### **Approval of Operational Policy Book**

Motion: Doug    Second: Linda    All in favor

There were changes needed to the Employment Policy for 2022.

- Page 1, 6 - date 2022
- Page 30 - organization structure to reflect Chad as Molly’s supervisor
- Page 34 - Molly’s start/end times
- Page 49-51, 57 – add Urban Specialist supervisor verbiage in yellow
- Page 86 – update list of standard holidays

**Approve the Employment Policy for 2022 with above changes**

Motion: Wendy Second: Linda All in favor

The 2022 Annual Plan of Work was reviewed. The completed 2021 version was passed around.

**Approve the 2022 Annual Plan of Work**

Motion: Wendy Second: Doug All in favor

The Board needs to appoint a designee for Public Records.

**Approve to designate Christina Holt as the Board’s representative for Open Public Records Training**

Motion: Linda Second: Wendy All in favor

The health insurance waiver rate for 2022 was discussed. Employees that elect not to take health care coverage due to having coverage through someone else are eligible for this. Health Insurance rates did not change for 2022.

**Approve Health Insurance Waiver Rate of \$3,000 family & \$1,200 single for 2022**

Motion: Wendy Second: Linda All in favor

The USGS LoCas Stream Gauge project was discussed. Jonathan explained that this is two years in the making. The Municipal Stormwater (MS4) permit process requires the engagement of the public. There are groups of citizen volunteers along Sycamore Creek, primarily in the upper parts toward Licking County and with Coyote Run (David Hague) who would help in collecting data from the stream gauge. There is a new mechanism that they are using in three locations, primarily around the Lake Erie area. It is a radar reflection that bounces off of the water’s surface and measures depth on incremental timeframes. There is no hard wiring, just need a stable bottom crossing and a bridge that can accommodate it. USGS, Tom Harris, is willing to pay for all the equipment, we would just have to pay for the initial installation. USGS is going to work with ODOT for the permit to install a gauge on the SR 256 bridge. It is solar powered and has a battery backup. There are long-term maintenance costs so there is an annual fee plus initial installation cost. We initially thought we wanted two of these, but USGS feels that one would represent the size of the watershed. Cost of \$5,000 in 2022, which is labor to install, and \$750 (prorated) for maintenance in 2022, but will be \$1,500 annually starting in 2023. Those cost will be put into the fees we collect from MS4 communities. We budgeted \$10,000 in 2022 thinking that we would install two gauges, however, only one is needed. The gauge should function for 5 years. USGS will be responsible for vandalism and gauge repair.

**Approve moving forward with USGS LoCas Stream Gauge project – agreement forthcoming**

Motion: Wendy Second: Linda All in favor

Hunter’s Run Conservancy District is looking for a board member to serve with Lindy Jackson and Ron Burris. James Mako has submitted his resignation letter. Jonathan is asking for any suggestions for people to replace him.

**Motion to adjourn at 5:46 p.m.**

Motion: Linda Second: Wendy All in favor

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Gregg Pontius, Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator