

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

**Date:** December 9, 2021

**Location:** 831 College Avenue, Lancaster, OH 43130

**Board of Supervisors in attendance:** Linda Claypool, Wendy LaRue, Gregg Pontius, Matt Reese  
David Ochs was unable to attend.

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

**NRCS Staff:** Dave Libben, Brice Shaw, Daphne Onsay, Jacob Eldridge

**Others:** Doug Tenney, newly elected board member (term starts 1/1/2022), Lindy Jackson with HRCD

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

**Approval of minutes of November 4, 2021, Board Meeting**

Motion: Wendy Second: Linda All in favor

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

Motion: Gregg Second: Linda All in favor

RECEIPTS

1,200 flags sold	\$ 120.00	Dist. Fund
Copies sold	7.30	“ “
John Donley – sed. & erosion control inspection fees (Meadowmoore Reserve)	10,400.00	“ “
Star Ohio – interest (October)	23.57	“ “
Village of Lithopolis – subdivision inspections	1,575.54	“ “
Fairfield County Airport – pesticide work (perimeter fences & pipes)	1,419.33	“ “
Walnut Creek Seeds – 2022 affiliate membership	75.00	“ “
Greg Waidelich – 2022 affiliate membership	75.00	“ “
Beveridge Trailers & Trucks – 2022 affiliate membership	75.00	“ “
Aaron Kull – 2 affiliate memberships for 2022	150.00	“ “
Pappys Feed Store – 2022 affiliate membership	75.00	“ “
Ruff’s Seed Farms Inc. – 2022 affiliate membership	75.00	“ “
Ruff Agri Services - 2022 affiliate membership	75.00	“ “
Dave Cain Excavating - 2022 affiliate membership	75.00	“ “
Farm Credit Services - 2022 affiliate membership	75.00	“ “
Hugus Fruit Farm - 2022 affiliate membership	75.00	“ “
Miller Ditching - 2022 affiliate membership	75.00	“ “
Columbus/Franklin Co. Metro Parks – drill rental & fee (42.2 acres); seeder rental & fee (50.9 acres)	1,217.20	“ “
Fairfield County Engineer’s Office – pesticide work (9/7-9/9/21)	<u>839.20</u>	“ “
<b>Total Receipts District Fund</b>	<b>\$16,502.14</b>	
Reincumbered – Time Warner Cable – PO#1055	\$ 74.74	Spec. Fund
<b>Total Receipts Special Fund</b>	<b>\$74.74</b>	

BILLS

EnviroCert International Inc. – Ck#5498 – CPESC renewals for J. Ferbrache and C. Lucht	\$ 330.00	Dist. Fund
Verizon Wireless – Ck#5499 – mthly bill (\$98.29 TSP & \$243.51 urban funds)	341.80	“ “
Fairfield County Treasurer – Ck#5500 – application for vendor’s license	<u>25.00</u>	“ “
<b>Total Expenses District Fund</b>	<b>\$696.80</b>	
Salaries (11/5 & 11/19)	L-1 26,180.84	Spec.Fund
Health Insurance	L-13 9,475.44	“ “
Life Insurance	L-13 21.90	“ “

Medicare	L-12a	379.64	“	“
PERS	L-11	<u>3,665.31</u>	“	“
<b>Total Salaries &amp; Benefits \$39,723.13</b>				
BP America – PO#6852 – fuel bill (10/6-11/5/21)	L-2	76.05	Spec. Fund	
WEX Bank – added to blanket PO#5331	L-2	46.10	“	“
Christina Holt – PO#6810 – replenish petty cash fund	L-2	28.00	“	“
NACD – PO#6785 – national dues for 2022	L-7	775.00	“	“
Charter Communications – PO#6979 – business class service (11/5-12/4/21)	L-5	107.98	“	“
Vinton Co. National Bank – PO#7024 – Visa (supplies to hang posters; HDMI adapter for monitor)	L-2	58.20	“	“
Square Grove (Uplift Desk) – PO#7027 – 72”x30” desk and accessories (additional monitor arms for employees)	L-3	2,482.00	“	“
OFSWCD – PO#7111 – 2022 dues	L-7	3,866.00	“	“
OFSWCD – PO#7112 – Area 5 dues	L-7	200.00	“	“
CBI Systems Inc. – PO#7126 – MS4 Web software license	L-3	<u>1,920.00</u>	“	“
<b>Total Expenses Special Fund (Purchase Orders) \$9,559.33</b>				

**NOTE:** The following account to account transfers to cover expenses:

- \$375 from L-10 Advertising to L-7 Specialized Services
- \$300 from L-1 Salaries to L-2 Supplies
- \$3,000 from L-9 Travel & Expense to L-3 Equipment
- \$7,000 from L-13 Health Insurance to L-3 Equipment

BLANKET PURCHASE ORDERS

None

DISTRICT FUND BALANCES AS OF 11/30/21

\$506,476.21	Total balance in District Account	
	\$363,487.44 - Balance in Star Ohio	
	\$142,988.77 - Balance in District Checking Account	
\$315,370.41	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) <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>	
	\$71,070.24 - 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>	
\$191,105.80	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$12.97  
Ending Balance \$35.00

RECEIPTS

Check from L-2 Supplies \$28.00

BILLS

3 office keys made for new employees 5.97

SPECIAL FUND BALANCES AS OF 11/30/21:

Balance in Budgeted Appropriation Account - \$78,027.58

Balance in Special Account – \$429,909.79 (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 \$39,988.97

L-2 Supplies \$502.68

L-3 Equipment \$6,677.40

L-4 Repair & Maintenance \$543.84

L-5 Contract Services \$3,044.98

L-6 Rentals/Lease \$0

L-7 Specialized Services \$34.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$540.00

L-10 Advertising \$1,637.10

L-11 PERS \$6,238.49

L-12 Worker’s Comp. \$2,729.87

L-12a Unemployment \$10.00

L-12a Medicare \$976.33

L-13 Health Insurance \$9,684.92

L-13 Life Insurance \$40.05

Vacation Payout \$5,378.95

Overtime, OT \$0

**Vacation, Sick & Comp Leave Balances (as of 11/19/21)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1471.10	518.5322	13.4	8	0
Jonathan Ferbrache	460.35	322.736	20.64	1.75	0
Christina Holt	1042.53	571.672	.14	0	0
Chad Lucht	2634.16	515.844	2.9	16.25	48
Tommy Springer	1171.74	425.68	1.15	0	0
Josh Troyer	293.62	15.52	22.88	8	0

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

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

\$ 15.82

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 11/30/21:

\$248,900.18 Total Cash Balance

\$3,372.33 - 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**

Lindy Jackson, board member with Hunter’s Run Conservancy District (HRCD), was in attendance to discuss the assistance that Jonathan Ferbrache is giving to the HRCD. He gave an update on HRCD activities. They will be getting ARP funding through Fairfield County to do the reassessment.

The HRCDD day-to-day maintenance agreement was discussed. This agreement is for one year and allows Jonathan to oversee the day-to-day oversight of HRCDD employee Josh Fleure.

**Approve the agreement with HRCDD for the day-to-day assistance in Maintenance Coordination between FSWCD and HRCDD (Resolution #2021-1209-1).**

Motion: Linda Second: Gregg All in favor

Dave gave the NRCS report. He introduced two new NRCS employees, Daphne Onsay and Jacob Eldridge. Deadline for EQIP applications is January 14, 2022. NRCS staff have been busy working on CSP renewals and annual payments. Brice stated that there are 38 CRP contracts up for renewal in 2022.

**Approve the following fund to fund transfers in Special Fund:**

**\$1,800 from L-12 Workers Comp. to L-3 Equipment**

**\$400 from L-12 Workers Comp. to L-2 Supplies**

Motion: Gregg Second: Wendy All in favor

The SWCD will start charging sales tax in 2022. Nikki, with the assistance of staff, has compiled a list of sale items with sales tax. Also, we would like to not charge for the remaining 2012 plat books that we have, as we have not sold one in a long time.

**Approve the proposed sale item/rental equipment list with sales tax calculations & no longer charge for the 2012 plat book.**

Motion: Wendy Second: Linda All in favor

**Approve updated equipment rental agreements to include sales tax (no-till drill, no-till seeder & tree planter).**

Motion: Gregg Second: Wendy All in favor

**Approve updated Delinquent Fees policy to include sales tax.**

Motion: Linda Second: Wendy All in favor

As part of Buckeye Lake for Tomorrow's (BLT) efforts to reduce algae in Buckeye Lake's canals, they are seeking ODNR approval to put bubbling aerators on State Park grounds (Fairfield Beach & Crystal Beach).

**Approve Matt to sign the letter of support for Buckeye Lake for Tomorrow's efforts to reduce algae in Buckeye Lake's canals.**

Motion: Gregg Second: Wendy All in favor

In reviewing current policies, it was found that the Change Fund Policy has the wrong job title for Chris. Administrative Assistant and/or Secretary/Receptionist was changed to Fiscal Coordinator.

**Approve the change to the Change Fund Policy.**

Motion: Wendy Second: Gregg All in favor

Policy on the Committees of the Fairfield SWCD was updated and OSWCC rules added.

**Approve the changes to the Policy of the Committees of the Fairfield SWCD.**

Motion: Wendy Second: Gregg All in favor

Interviews for the Urban/Resource Technician have been completed and a candidate chosen for the position. Nikki would like to hire Molly Gilleland for the position.

**Approve the hiring of Molly Gilleland as Urban/Resource Technician.**

Motion: Gregg Second: Linda All in favor

Nikki would like to have Chad supervise/manage the Urban/Resource Technician position (Molly). This would allow Molly to work under Chad for pesticide work without having to get her certification. Changes were made to both Chad's & the Urban/Resource Technician job descriptions.

**Approve the changes to the Senior Urban Specialist and Urban/Resource Technician job descriptions.**

Motion: Wendy Second: Gregg All in favor

The District Organizational Structure was updated (Sr. Urban Specialist managing the Urban/Resource Technician).

**Approve the District Organizational Structure chart.**

Motion: Linda Second: Wendy All in favor

The Urban/Resource Technician position needs to be paid overtime as needed for developer paid projects.

**Approve the Urban/Resource Technician position to be paid for overtime when on developer paid projects.**

Motion: Linda Second: Wendy All in favor

Chad received an updated quote from Keytel and the computer was quoted at \$1,100.25 (which is similar in the quote from TCR).

**Approve the purchase of a desktop computer from Keytel Systems for \$1,100.25.**

Motion: Wendy Second: Linda All in favor

The Village of Lithopolis has asked the SWCD to do inspections on construction sites. They are currently developing a DESC program, similar to Violet Township. An agreement, similar to the one the SWCD has with Violet Township, was written. The fee will be the same as Violet at \$300/lot.

**Approve the agreement between the Village of Lithopolis and SWCD for the Drainage, Erosion and Sediment Control Program Services (Resolution#2021-1209-2).**

Motion: Linda Second: Gregg All in favor

Nikki presented Josh Troyer with a certificate for completing the Technician Development Program (TDP) beginning level and Matt Reese with certificates for his service on the Board of Supervisors from 2016-2021.

**Motion to adjourn at 5:40 p.m.**

Motion: Wendy Second: Linda All in favor

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Gregg Pontius, Vice-Chair

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Wendy LaRue, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator