

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

Date: November 4, 2021

Location: 831 College Avenue, Lancaster, OH 43130

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

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

NRCS Staff: Dave Libben, Brice Shaw

Others: Doug Tenney, newly elected board member (term starts 1/1/2022)

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

Approval of minutes of October 7, 2021, Board Meeting

Motion: Linda Second: David All in favor

Chris explained that there is one change to the financial report that was sent out. Because the board meeting is being held a week earlier than usual, the month ended after they were sent out. An additional purchase order was processed for BW Tire in the amount of \$2,027.44 (3 separate invoices) for new tires for three vehicles.

Approval of financial report for October 1 - 31, 2021 with change

Motion: Linda Second: Wendy All in favor

RECEIPTS

1 plat book sold	\$ 20.00	Dist. Fund
Kevin Stalter – fee to rent no-till drill	50.00	“ “
Star Ohio – interest (September)	19.33	“ “
James Elliott – no-till drill fee & rental (2.7 acres)	82.40	“ “
Kevin Stalter – rental of no-till drill (11.7 acres)	<u>140.40</u>	“ “
Total Receipts District Fund	\$312.13	
ODA – Soil & Water Conservation – Qtr. 2 state match payment	\$ 70,054.00	Spec. Fund
Reincumbered – BP America – PO#0989	<u>184.19</u>	“ “
Total Receipts Special Fund	\$70,238.19	

BILLS

Verizon Wireless – Ck#5496 – mthly bills (Aug. bill never received) \$274.29 TSP & \$426.37 urban funds	\$ 700.66	Dist. Fund
Vinton Co. National Bank – Ck#5497 – Visa bill (150 handheld magnifiers to use with old county plat maps – annual mtg. and fair)	<u>35.97</u>	“ “
Total Expenses District Fund	\$736.63	
Salaries (10/8 & 10/22)	L-1 26,180.82	Spec.Fund
Health Insurance	L-13 8,918.12	“ “
Life Insurance	L-13 21.90	“ “
Medicare	L-12a 355.38	“ “
PERS	L-11 <u>3,665.30</u>	“ “
Total Salaries & Benefits	\$39,141.52	
WEX Bank – added to blanket PO#5331	L-2 500.00	Spec. Fund
Lancaster Fairfield Co. Chamber of Commerce – PO#6326 – 4 staff reg. to State of County on 9/28/21	L-9 80.00	“ “
One Write Co. – PO#6453 – 2,500 SWCD envelopes	L-10 110.00	“ “
BW Tire Pickerington LTD – PO#6666 – new tires for Honda Element, 2015 GMC, 2017 Dodge RAM	L-4 <u>2,027.44</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$2,717.44	

PURCHASE ORDERS

WEX Bank – Blanket PO#5331	L-2	
10/11 Monthly fuel bill		\$453.64
		<i>Current Balance \$241.14</i>
Time Warner Cable – Blanket PO#1055	L-5	
10/11 Monthly business class service		\$107.98
		<i>Current Balance \$74.74</i>

DISTRICT FUND BALANCES AS OF 10/31/21

\$490,670.87	Total balance in District Account	
	\$363,463.87 - Balance in Star Ohio	
	\$127,207.00 - Balance in District Checking Account	
\$309,617.83	Amount to be used only for the following programs/grants/etc.:	
	\$134,100.44 - 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	
	\$6,500.00 – EPRI Grant Funds – Hague Restricted Funds	
	\$5,400.00 – Farmland Preservation Stewardship Fund – Committed Funds	
	\$75,717.66 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$85,617.08 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$181,053.04	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$12.97
Ending Balance \$12.97

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 10/31/21:

Balance in Budgeted Appropriation Account - \$127,235.30
Balance in Special Account – \$479,117.51 (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 \$66,469.81	L-10 Advertising \$2,012.10
L-2 Supplies \$411.03	L-11 PERS \$9,903.80
L-3 Equipment \$1,079.40	L-12 Worker’s Comp. \$2,729.87
L-4 Repair & Maintenance \$543.84	L-12a Unemployment \$10.00
L-5 Contract Services \$3,078.22	L-12a Medicare \$1,355.97
L-6 Rentals/Lease \$0	L-13 Health Insurance \$26,160.36
L-7 Specialized Services \$4,500.00	L-13 Life Insurance \$61.95

L-8 Scholarship \$0
L-9 Travel Reimbursement \$3,540.00

Vacation Payout \$5,378.95
Overtime, OT \$0

Leave Balances (as of 10/22/21)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1461.90	589.3742	21.65	16	0
Jonathan Ferbrache	459.65	307.328	20.64	11.5	0
Christina Holt	1033.33	584.014	.14	0	0
Chad Lucht	2672.96	580.436	12.65	32	0
Tommy Springer	1162.54	410.270	12.15	0	0
Josh Troyer	284.42	9.312	11.63	8	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (September) \$ 16.36

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 10/31/21:

\$248,884.36 Total Cash Balance
\$3,356.51 - 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.

Dave gave the NRCS report. New sign-up deadline for EQIP of January 14, 2022. New employee Daphne Onsay starts Monday, November 8. They have 38 CRP renewals for 2023 which is less than usual. Status reviews and annual CSP payments will begin soon.

Chad explained that Keytel is in the process of onboarding us. During this process, they are encountering issues due to the age of our computer server. They gave us a couple options: new server or cloud-based server. Because of the size of our office, Keytel is recommending a cloud-based server. A new server would cost \$12,000-\$13,000. A cloud-based server would be cheaper at \$6,500, and the operating system would be hosted off-site. Data will still be on-site in case the internet goes down; staff could still access documents. In going with a cloud-based server, our monthly agreement would change (savings of \$60/month). Life expectancy would be the same for both.

Approve the amended Keytel agreement to include cloud-based server and decommission of on-site server.

Motion: Linda Second: Wendy All in favor

Violet Township currently pays for a MS4 web software annually that is only used for Violet Township. As more communities are named, this software could be used for their tracking also. Chad is looking to have the bill for the software (annual fee) put in the SWCD name and we can use for all the communities, as we would be the license holder. The plan is to roll this cost into any newly written MS4 agreements next year.

Approve taking over the MS4 Web software license and renewal cost of \$1,920.

Motion: Wendy Second: Linda All in favor

With the hiring of an additional staff member, we are looking to purchase another Uplift Desk. We also have current staff that would like to add additional monitor arms. Chad has put together a list of items needed.

Approve the purchase of an Uplift desk and accessories for new employee (current quote at \$2,482).

Motion: Linda Second: David All in favor

Chad also has priced a desktop computer for the new employee. The cost through Keytel would be \$1,100.25. He will be getting other prices locally.

The 2022 Level 4 final budget was discussed. Chris explained the expenditures and revenues anticipated for 2022.

Approve the 2022 Level 4 final budget as presented.

Motion: David Second: Linda All in favor

The Xerox Phaser 8560DN printer is no longer used and needs to be recycled.

Approve the Inventory Retirement Form (tag# 15856) for the Xerox Phaser Printer.

Motion: Gregg Second: Linda All in favor

Chris explained that money needs to be transferred between accounts to pay upcoming expenses prior to end of year.

Approve the following fund to fund transfers:

\$375 from L-10 Advertising & Printing 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

Motion: Gregg Second: Wendy All in favor

Chris explained that the NACD and OFSWCD dues need paid before the end of the year. The NACD dues invoice was received; however, we haven't received one from OFSWCD. Based on previous calculations, we should owe around \$3,865.67 for the OFSWCD dues.

Approve the payment of the NACD dues at \$775 and the OFSWCD dues not to exceed \$4,000.

Motion: Wendy Second: David All in favor

Chris explained that during the full audit, it was found that the 319 Buckeye Lake Nutrient Reduction Project that has been closed for several years, has a balance of \$31.79. This appears to be from three years of workers' comp refunds. After discussing with Ohio EPA, it was decided that they would invoice us for the amount.

Approve submitting a resolution to appropriate from unappropriated in the amount of \$31.79 to reimburse EPA for grant refunds.

Motion: Linda Second: Wendy All in favor

Approve employment policy manual change to WEX credit limit from \$800 to \$1,500.

Motion: Gregg Second: David All in favor

Since getting the WEX card, we no longer are using the BP credit card.

Approve the cancellation of the BP credit account and remove from employment policy.

Motion: Gregg Second: David All in favor

The Annual Plan of Work was sent out prior to the board meeting and reviewed.

The SWCD staff is having a planning meeting on December 1 at the SWCD office.

Nikki stated that the Area 5 winter meeting will be held on Wednesday, December 1, at Emmett Chapel UM Church in Circleville starting at 6 p.m. Doug Tenney and Linda are planning to attend. Those interested in attending need to let Chris know so she can do registrations.

Into executive session to discuss personnel reviews at 5:51 p.m.

Motion: Gregg Second: David All in favor

A roll call vote was taken: Gregg – yes; Linda – yes; Matt – yes; David – yes; Wendy – yes

Out of executive session at 7:12 p.m.

Motion: David Second: Wendy All in favor

A roll call vote was taken: Linda – yes; Matt – yes; David – yes; Wendy – yes; Gregg – yes

Job descriptions have been reviewed and updated. Josh Troyer’s was updated and approved at the 7/8/21 Board meeting. Jonathan Ferbrache and Nikki Drake’s (District Mgr.) were updated and approved at the 10/7/21 Board meeting. No changes were made to Nikki Drake (Eng. Tech.) and Chris Holt’s job descriptions.

Approve the updated job descriptions for Chad Lucht and Tommy Springer.

Motion: Wendy Second: Gregg All in favor

Approve the following staff increases effective the pay period beginning December 18. This follows the County Compensation Plan adopted by the Board at the August 8, 2019, board meeting.

Nikki – 3.5%, Jonathan – 3.5%, Chris – 3.5%, Chad – 3.5%, Tommy – 3.5%

Motion: Linda Second: David All in favor

A roll call vote was taken: Matt – yes; David – yes; Wendy – yes; Gregg – yes; Linda - yes

Motion to adjourn at 7:17 p.m.

Motion: Gregg Second: Linda All in favor

Matt Reese, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator