

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

Date: May 12, 2022

Location: 831 College Avenue, Lancaster, Ohio

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

District Staff: Nikki Drake, Josh Troyer, Chad Lucht, Molly Gilleland

NRCS Staff: Dave Libben, Brice Shaw

Meeting called to order at 4:59 p.m. by Gregg Pontius.

Approval of minutes of April 14, 2022, Board Meeting

Motion: Linda Second: David All in favor

Approval of financial report for April 1 - 30, 2022

Motion: Linda Second: Doug All in favor

RECEIPTS

Wildlife Packets sold (\$.11 donated to SWCD by Norm Tremblay)	\$ 210.43	Dist. Fund
6 plat books sold	112.44	“ “
1,100 flags sold	110.00	“ “
Sales tax collected	36.14	“ “
Jim Jepsen – no-till drill rental (3.8 acres)	45.60	“ “
Star Ohio – interest (April)	85.72	“ “
John Hutton – tile plan design fee (#40-WAL-21)	100.00	“ “
Wendy Stewart – fee to rent no-till seeder	46.84	“ “
Brad Stewart – seeder rental (1.7 acres)	20.40	“ “
Adam Eccleston – fee to rent sender	46.84	“ “
Craig Goodman – fee to rent no-till drill	46.84	“ “
Total Receipts District Fund	\$861.25	
ODA, Soil & Water Conservation – Qtr. 4 state match payment	\$ 70,053.00	Spec. Fund
Village of Lithopolis – MS4 program funds	4,162.00	
Total Receipts Special Fund	\$74,215.00	

BILLS

Verizon Wireless – Ck#5520 – mthly bill (\$98.21 TSP & \$243.21 urban funds)	\$ 341.42	Dist. Fund
Blackburn Mfg. – Ck#5521 – 10,000 flags for resale	976.09	“ “
North End Press – Ck#5522 – 100 weed control guides (DCF-Pesticide funds)	1,705.65	“ “
Perry SWCD – Ck#5523 – share of costs for District 8 science fair	56.25	“ “
Millersport Agri Service – Ck#5524 – repairs to no-till drill	1977.74	“ “
Vinton Co. National Bank – Ck#5525 – Visa (buckets for tree planter; supplies to wrap 5 th grade trees; kitchen supplies)	130.95	“ “
Total Expenses District Fund	\$5,188.10	
Salaries (4/8 & 4/22)	L-1 30,202.42	Spec.Fund
Health Insurance	L-13 8,746.48	“ “
Life Insurance	L-13 25.55	“ “
Medicare	L-12a 412.69	“ “
Workers Comp.	L-12 150.54	“ “
PERS	L-11 4,186.35	“ “
Total Salaries & Benefits	\$43,724.03	
WEX Bank – added to blanket PO#1482	L-2 1,000.00	Spec. Fund
Vinton Co. National Bank – PO#4081 – Visa (misc. office supplies)	L-2 159.49	“ “

Special Fund Account Balances

L-1 Salaries \$270,543.08	L-11 PERS \$37,957.98
L-2 Supplies \$6,433.69	L-12 Worker's Comp. \$3,333.04
L-3 Equipment \$5,000.00	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$3,802.88	L-12a Medicare \$4,183.36
L-5 Contract Services \$22,781.64	L-13 Health Insurance \$100,989.08
L-6 Rentals/Lease \$0	L-13 Life Insurance \$207.80
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,000.00
L-8 Scholarship \$0	Overtime, OT \$0
L-9 Travel Reimbursement \$2,503.65	Health EAP \$25.00
L-10 Advertising \$3,092.55	

Vacation, Sick & Comp Leave Balances (as of 4/22/22)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1516.94	591.0262	2.28	24	0
Jonathan Ferbrache	475.45	390.23	.01	28	0
Molly Gilleland	23.3	24.832	1.88	8	0
Christina Holt	1093.13	599.916	2.27	32	0
Chad Lucht	2678.51	517.838	6.29	32	43
Tommy Springer	1222.34	411.422	10.79	32	0
Josh Troyer	333.22	49.664	16.38	24	0

Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 16.92

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/22:

\$248,983.66 Total Cash Balance
 \$3,455.81 - 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.

David Ochs gave an update on the nominating committee. Chris Brandt and Erin Harvey both agreed to run as candidates for the open board position. David asked if any job description could be provided, and Nikki said that she would send both candidates a letter that would give them more details and that they would need to provide a bio for the newsletter to be sent out before the beginning of August. Nikki said that the District’s annual meeting has been scheduled for September 15th and elections would begin August 17th to allow for the 30-day election window to occur with the annual meeting occurring on the last day of the election. Nikki said that Cody Hacker or another ODA representative will be present to run the election. Nikki said that a professor from the School of Agriculture at the Ohio State University, Scott Shearer, will be coming to the annual

meeting to speak about the future of Agriculture. Doug asked if we typically partner with OSU Extension for this event, but Nikki said that they usually have their own.

Dave gave the NRCS Report. They are actively working on contract documents. They have 24 pre-approved EQIP applications including a blend of different kinds of plans, and they are expecting to get a few more plans in the coming weeks. The CSP applications have been submitted for review and a few were already pre-approved. Friday, May 13th is the deadline for round 2 of the CSP applications to be submitted. They have received 13 grasslands CRP applications. On Monday, May 23rd, Rebecca will be returning to intern for the summer. Brice is planning on training Daphne and Jacob on reviewing conservation plan compliance reviews.

Nikki explained the cost of replacing the stolen catalytic converter on the Honda Element. She said that the repair has already been done to the vehicle at a cost of \$1,525. Chad explained that Hondas and Toyotas are more likely to get targeted for this theft, but the replacement catalytic converter is less valuable than the original one, making the Element less likely to get this part stolen again. Doug asked whether the camera picked up any video evidence. Nikki said that the camera from the neighboring parking lot picked up a vehicle and 2 perpetrators, but not much else was able to be identified. Nikki said that the building next door had the camera that picked up the video, but the video quality was poor and did not give a lot of information. Nikki said that the Emergency Management Agency director provided the District with the security footage and that they are planning on providing better cameras to the building at some point.

Approve repairs to the Honda Element in the amount of \$1,525 (got e-mail board approvals)

Motion: Doug Second: Linda All in favor

Nikki explained the cost of renewing the AutoCAD subscriptions for her and Josh. The people at AutoCAD were unable to give a concrete quote on the renewal of these subscriptions, but Nikki suggested to approve it not to exceed \$2,500 as the current quote that she was given was \$2,420.60.

Approve the AutoCAD Subscription renewal not to exceed \$2,500

Motion: Wendy Second: David All in favor

Nikki explained that the OSWCC Form 11 is a form regarding state match funds and that the District gives the OSWCC the breakdown of the state match for the following year to be submitted to Cody Hacker for review. For the next year, the District is requesting that \$318,412 be matched by the state.

Approve the OSWCC Form 11 (Linda to sign).

Motion: Doug Second: Linda All in favor

Nikki gave an update on the pollution complaint that she has been working on. The owner was to move the manure pile by April 29th. Nikki went out the following Monday and found that the owner was in the process of removing the manure pile and had planned to keep moving it away from the watercourse. A few days later Nikki went out and found that less than a load full was left. Cody Hacker and Jason Tyrell from ODA said that this complaint could be considered resolved. The District sent her a letter notifying her that this was considered resolved and gave her recommendations for the future regarding the management of her manure. Greg asked where this complaint would go from here. Nikki explained that at this point, ODA would take over the situation should a 3rd complaint be received. David asked if the woman had a safe space to store her manure and Nikki explained that yes, a barn was built to store manure, but the woman uses this barn to store her hay instead. Nikki explained that they were able to help the woman avoid being fined by the ODA.

Nikki passed out a flyer for the Mental Health first aid training that OSU extension will be holding and noted that all the board members are invited.

Nikki noted that Jonathan will be requesting the board to submit a letter of support to the commissioners regarding Fairfield Growing. Jonathan will be drafting up a letter of support to be sent to the commissioners. Nikki anticipates that the commissioners will be in support.

Nikki gave an update regarding the scholarship interviews that her and Tommy conducted earlier today. They chose the two strongest recipients. Tommy will notify the recipients and they will be asked to submit bios to the District for the newsletter.

Doug asked about the previous meeting's minutes and the refunds given for sales tax. Nikki explained that people didn't calculate sales tax correctly during the tree sale and some rounded for convenience. Chris refunded those who wanted to be refunded and kept donations from those who wanted to donate. Nikki said that clarifications will be added to future tree sale order forms to remind people to calculate their sales tax and to call the District if they needed help.

Motion to adjourn at 5:28 p.m.

Motion: Wendy Second: Doug All in favor

Gregg Pontius, Chair

Wendy LaRue, Secretary

Minutes by:

Financial Report by:

Molly Gilleland, Urban/Resource Technician

Christina Holt, Fiscal Coordinator