

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

Date: July 14, 2022

Location: 831 College Avenue, Suite B, Lancaster, Ohio

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

District Staff: Josh Troyer, Nikki Drake, Christina Holt, Molly Gilleland

NRCS Staff: Dave Libben, Brice Shaw, Rebekah Krull

Meeting called to order at 5 p.m. by Gregg Pontius.

Approval of minutes of June 9, 2022, Board Meeting

Motion: David Second: Doug All in favor

Approval of financial report for June 1 - 30, 2022

Motion: Wendy Second: Doug All in favor

RECEIPTS

100 flags sold	\$ 10.00	Dist. Fund
1 plat book	18.74	“ “
Sales tax collected	6.32	“ “
Elizabeth Warthman – seeder rental (5.8 acres)	69.60	“ “
Chris Warthman – fee to rent seeder	46.84	“ “
Star Ohio – interest (May)	241.69	“ “
Brian Cutright – tile plan design fee (3-BER-22)	100.00	“ “
Phyllis DeWitt – fee to rent drill	50.00	“ “
Timberpeg Tree Farm – tree planter rental	28.10	“ “
Tim Thomas – fee to rent drill	<u>46.84</u>	“ “
Total Receipts District Fund	\$618.13	

BILLS

Verizon Wireless – Ck#5529 – mthly bill (\$98.17 TSP & \$243.13 urban funds)	\$ 341.30	Dist. Fund
Helena Ag Enterprise LLC – Ck#5530 – chemicals for pesticide work	757.50	“ “
Chase Bank – Auto – fee for duplicate deposit slips	19.00	“ “
Fairfield Co. OTA – Ck#5531 - 1 year membership to Ohio Twp. Association	16.00	“ “
Vinton Co. National Bank – Ck#5532 – Visa (back tail light for 2015 GMC Sierra \$160.14; misc. supplies \$708.69)	<u>868.83</u>	“ “
Total Expenses District Fund	\$2,002.63	

Salaries (6/3 & 6/17)	L-1 29,902.45	Spec.Fund
Health Insurance	L-13 8,746.48	“ “
Life Insurance	L-13 25.55	“ “
Medicare	L-12a 408.34	“ “
PERS	L-11 <u>4,186.36</u>	“ “
Total Salaries & Benefits	\$43,269.18	

USPS – PO#5090 – stamps (340-\$.58;40-\$1.40;40-\$.40;40-\$.20)	L-2 301.20	Spec. Fund
Time Warner Cable – Blanket PO#5114 – internet services	L-5 749.88	“ “
ComDoc – PO#5139 – copier maintenance agreement & excess color copies	L-4 369.51	“ “
Keytel Systems – PO#5313 – IT services (July-Sept.)	L-5 2,482.50	“ “
USGS – PO#5421 – LoCas site – Sycamore Creek	L-5 <u>5,750.00</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$9,653.09	

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#1482	L-2	
6/8 Monthly fuel bill		\$928.73
		<i>Current Balance \$313.70</i>
Time Warner Cable – Blanket PO#2112	L-2	
6/7 Monthly internet service		\$124.98
		<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 6/30/22

\$506,183.83	Total balance in District Account	
	\$364,064.06 - Balance in Star Ohio	
	\$142,119.77 - Balance in District Checking Account	
\$325,221.93	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	
	\$11,400.00 – Farmland Preservation Stewardship Fund – Committed Funds	
	\$79,130.38 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$84,658.46 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$180,961.90	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$26.64
Ending Balance \$17.12

RECEIPTS

None

BILLS

Certified mail sent to Roger Pickering \$ 9.52

SPECIAL FUND BALANCES AS OF 6/30/22:

Balance in Budgeted Appropriation Account - \$371,918.88
Balance in Special Account – \$512,199.67 (Actual Cash)

2021/2022 STATE MATCH

Amount allocated - \$280,215.00 Outstanding balance (to be received in 2022) - \$0
Received to date - \$280,215.00

Special Fund Account Balances

L-1 Salaries \$210,738.20	L-11 PERS \$29,585.27
L-2 Supplies \$4,632.49	L-12 Worker’s Comp. \$3,333.04
L-3 Equipment \$2,579.40	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$1,800.52	L-12a Medicare \$3,366.68
L-5 Contract Services \$13,799.26	L-13 Health Insurance \$83,496.12
L-6 Rentals/Lease \$0	L-13 Life Insurance \$156.70
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,000.00

L-8 Scholarship \$0
L-9 Travel Reimbursement \$2,403.65
L-10 Advertising \$3,092.55

Overtime, OT \$0
Health EAP \$25.00

Vacation, Sick & Comp Leave Balances (as of 6/17/22)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1535.09	598.3422	7.53	24	0
Jonathan Ferbrache	493.10	413.046	.01	17.5	0
Molly Gilleland	39.7	37.248	9.5	8	0
Christina Holt	1111.53	559.732	1.52	32	0
Chad Lucht	2696.16	516.654	15.04	32	34.5
Tommy Springer	1240.74	375.488	9.78	32	0
Josh Troyer	349.12	62.08	12.75	24	0

Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/22:

\$249,016.95 Total Cash Balance
\$3,489.10 - 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.

We never received forms or information from Chris Brandt so Connie Smith, member of the nominating committee, reached out to Amber Hoisington to see if she would be interested in running for our Board of Supervisors this year. She agreed and has already submitted all of her information. We will have two candidates on the ballot: Erin Harvey and Amber Hoisington.

Dave gave the NRCS Report. There was an EQIP sign-up specific to cover crops which had a quick deadline to apply. There were 17 applications submitted and 5 of those are preapproved for funding. Brice and Tommy will be conducting CRP mid contract management visits. There were 13 offers for grassland signup and 7 were accepted. Rebekah, NRCS summer intern, introduced herself. She will be working until the end of July. Brice announced that he has accepted a position in Perry County as an NRCS Resource Conservationist.

Nikki presented the proposed Alternate/Flexible Work Schedule Agreement which will allow employees to work 4–10-hour days in a work week if they choose. This can be an additional incentive for employee retention. Section 2:5 in the employment policy will be changed to add a statement regarding this new agreement.

Approve the Alternate/Flexible Work Schedule Agreement

Motion: Doug Second: David All in favor

Approve the Form EL-3 District Supervisor Candidate Submission Form

Motion: Wendy Second: Doug All in favor

Motion to adjourn at 5:23 p.m.

Motion: Wendy Second: Doug All in favor

Gregg Pontius, Chair

Wendy LaRue, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator