

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

**Date:** April 13, 2023

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

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

**District Staff:** Nikki Drake, Molly Gilleland (5:45 p.m.), Jonathan Ferbrache, Chris Holt, Chad Lucht, Josh Troyer

**NRCS Staff:** Dave Libben

**Others:** Tommy Springer

Meeting called to order at 5:00 p.m. by Chair Gregg Pontius.

**Approval of minutes of March 9, 2023, Board Meeting**

Motion: Linda Second: Amber All in favor: Yes

**Approval of financial report for March 1-31, 2023**

Motion: David Second: Linda All in favor: Yes

RECEIPTS

Star Ohio – interest (February)	\$ 1,358.90	Dist. Fund
Wildlife Packets sold	3,684.00	“ “
300 flags sold	30.00	“ “
5 2023 plat books sold	93.70	“ “
Sales tax collected	235.51	“ “
Bob Hoffman – tile plan design fee (5-CLE-23)	100.00	“ “
Michael Durst – fee to rent seeder	46.84	“ “
Joe Young – tile plan design fee (38-RIC-22)	100.00	“ “
John Stitzlein – tile plan design fee (1-LIB-23)	100.00	“ “
Darwin Turner – tile plan design fee (6-PLE-23)	100.00	“ “
Michael Durst – seeder rental (3 acres)	36.00	“ “
Pickaway SWCD – school trees - tax exempt	552.50	“ “
Violet Township Trustees – pesticide work & chemical costs (2022)	1,405.78	“ “
Stephen Toth – seeder fee & rental (9.8 acres) - tax exempt	<u>164.44</u>	“ “
	<b>Total Receipts District Fund \$ 8,007.67</b>	
County Commissioners – 2 <sup>nd</sup> half allocation	\$ 153,400.00	Spec. Fund
Refund – BWC	<u>17.12</u>	“ “
	<b>Total Receipts Special Fund \$ 153,417.12</b>	

BILLS

Verizon Wireless – Ck#5567 – mthly bill (\$267.84 urban; \$104.15 TSP)	\$371.99	Dist. Fund
Vinton Co. National Bank – Ck#5568 – Visa (RAM tablet holder for survey unit \$50.17; battery charger for Trimble survey unit \$92)	142.17	“ “
Pickaway SWCD – Ck#5569 – share of science fair award costs	<u>56.25</u>	“ “
	<b>Total Expenses District Fund \$570.41</b>	

Salaries (3/10 & 3/24)	L-1 30,904.33	Spec.Fund
Overtime	166.71	“ “
Health Insurance	L-13 9,423.78	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 423.79	“ “
Workers Comp.	L-12 441.29	“ “



1 newsletter returned 1.56  
\$ 10.68

SPECIAL FUND BALANCES AS OF 3/31/23:

Balance in Budgeted Appropriation Account - \$548,576.93  
 Balance in Special Account – \$560,100.52 (Actual Cash)

2022/2023 STATE MATCH

Amount allocated - \$263,813.00 Outstanding balance (to be received in 2022/2023) - \$65,951.00  
 Received to date - \$197,862.00

**Special Fund Account Balances**

L-1 Salaries \$315,187.10	L-11 PERS \$45,344.97
L-2 Supplies \$9,559.50	L-12 Worker’s Comp. \$3,406.22
L-3 Equipment \$9,000.00	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$5,354.98	L-12a Medicare \$4,934.93
L-5 Contract Services \$28,863.92	L-13 Health Insurance \$95,728.66
L-6 Rentals/Lease \$0	L-13 Life Insurance \$250.15
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$11,426.40
L-9 Travel Reimbursement \$1,968.20	
L-10 Advertising \$4,410.90	

**Vacation, Sick & Comp Leave Balances (as of 3/24/23)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1627.09	544.1722	10.78	24	0
Jonathan Ferbrache	502.10	455.126	22.64	24	0
Molly Gilleland	77.95	43.078	.13	24	0
Christina Holt	1203.53	556.562	1.52	32	0
Chad Lucht	2732.66	571.234	5.79	32	44.75
Tommy Springer	1332.74	446.318	1.66	12.50	0
Josh Troyer	355.12	151.87	5.5	32	48

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (February) \$ 15.29

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 3/31/23:

\$249,165.98 Total Cash Balance  
 \$3,638.13 - 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**

## Account Balances for March 2023

<b>SPECIAL FUND - Cash Balance</b>	
<b>Beg. Balance 3/1/23</b>	\$ 454,911.74
Receipts	\$ 153,417.12
Expenses	\$ 2,498.57
Salaries & Benefits	\$ 45,729.77
<b>End Balance 3/31/23</b>	<b>\$ 560,100.52</b>

<b>SPECIAL FUND - Budget Appropriations</b>	
<b>Beg. Balance 3/1/23</b>	\$ 596,805.27
Expenses	\$ 2,498.57
Salaries & Benefits	\$ 45,729.77
<b>End Balance 3/31/23</b>	<b>\$ 548,576.93</b>

<b>STAR OHIO - District Fund</b>	
<b>Beg. Balance 3/1/23</b>	\$ 371,189.54
Receipts	\$ 1,358.90
Expenses	\$ -
<b>End Balance 3/31/23</b>	<b>\$ 372,548.44</b>

<b>DISTRICT CHECKING ACCOUNT - District Fund</b>	
<b>Beg. Balance 3/1/23</b>	\$ 190,215.25
Receipts	\$ 6,648.77
Expenses	\$ 570.41
<b>End Balance 3/31/23</b>	<b>\$ 196,293.61</b>

<b>DEDICATED CONSERVATION FUND - District Fund</b>	
<b>Beg. Balance 3/1/23</b>	\$ 249,150.69
Receipts	\$ 15.29
Expenses	\$ -
<b>End Balance 3/31/23</b>	<b>\$ 249,165.98</b>

Tommy Springer resigned his position as Wildlife/Education Specialist to take a position with the Fairfield County Park District. He stopped by to thank the Board of Supervisors for being supportive during his employment at the SWCD. He looks forward to strengthening the relationship between the two agencies.

David Ochs stated that he will not be seeking another term as Board Supervisor; however, Gregg Pontius will be rerunning. We will need an additional two candidates for this year's election.

Dave gave the NRCS Report. There are currently six pre-approved EQIP contracts and two new CSP requests (forestry). Every five years NRCS does a QAR (Quality Assurance Review), and one is scheduled to take place the first week in May. There will be a team of four that will be reviewing both Fairfield and Hocking County. They will review conservation planning, contracts, engineering, and civil rights.

Jonathan stated that the SWCD has invested heavily in the Buckeye Lake Watershed since 2008 and took initial sampling indicators. He explained what testing was done previously. He was contacted by a Columbus Dispatch writer who was looking for indicators of improved health in Buckeye Lake over the last ten years. After contacting multiple agencies/groups (those responsible for the lake's health) he realized that there is no protocol, and no testing is currently being done. Jonathan has talked with Licking SWCD and they have agreed that three testing protocols for phosphorus, nitrate and microcystin at each major tributary around the lake is important. Licking will provide the manpower to test and deliver the samples to the lab. Fairfield SWCD will provide the funds to do the testing, \$2,500 annually for five years (Alloway Laboratories).

**Approve up to \$2,500 annually for 5 years for the testing of water samples from Buckeye Lake Watershed tributaries.**

Motion: Linda      Second: Amber      All in favor: Yes

Jonathan explained that South Central Power has a 5-acre solar array on the west side of Lancaster. They have agreed to allow us to test compaction and infiltration on it. The Lancaster Port Authority has also agreed to allow testing adjacent on a former ag field to allow comparison for similar soil types for pre and post array installation. Verdantas, who did the Denison University study, has provided a proposal. This testing is not to exceed \$7,690. Licking SWCD had reimbursed half the cost (\$4,472.02) of the last study done at Denison.

**Approve to contract with Verdantas, not to exceed \$7,690, to do testing at South Central Power solar array.**

Motion: Amber      Second: Linda      All in favor: Yes

The Fairfield County Auditor has produced another plat directory (2023).

**Approve to sell the 2023 Fairfield County Plat Directory for \$20 (\$18.74 plus tax).**

Motion: Linda      Second: David      All in favor: Yes

Nikki had a call from the Forestry Association explaining that Fairfield Union FFA had six students that would like to attend Camp Canopy and that they are looking for sponsors. Fairfield Union FFA students will be wrapping our 5<sup>th</sup> grade trees this year. It would be nice to give something back to them for doing this for the SWCD.

**Approve giving Fairfield Union FFA a sponsorship of \$400 for students to attend Camp Canopy.**

Motion: Linda      Second: Amber      All in favor: Yes

Nikki stated that Tommy Springer resigned his position as Wildlife/Education Specialist and his last day was Friday, April 7. She explained that due to his resignation, the position of Wildlife/Education Specialist is now vacant. She made a few minor changes to the job description which were sent out by email. Nikki is working with county HR to adjust employee job classifications in the compensation plan so the starting pay for this position will either be \$18.16 or \$19.98, depending on what they approve. The Division of Wildlife provides funding in the amount of \$17,650 toward this position and requires 520 hrs. per year.

**Approve the updated job description and posting of the Wildlife/Education Specialist position with a minimum pay of \$18.16/hr.**

Motion: Linda      Second: David      All in favor: Yes

The County made changes to their employment policy, and we need to update ours.

**Approve the following updates to the 2023 Employment Policy:**

pg. 19 - Computer, Smartphone, and Information Systems Usage

Updated to reflect proper password/passphrase construction guidelines.

pg. 28 – Removal of Tommy Springer from social media moderation and editing.

pg. 34 – Remove Tommy Springer from staff scheduled start and end times.

pg. 43 - Travel and Expense Reimbursement

Adjustment meal allowance to reflect breakfast(\$15), lunch(\$25), and dinner(\$35) to account for increase in food costs.

pg. 49 - Weather Emergency/Closure of Facilities

Updated to reflect actual practice being carried out in cases of weather emergencies.

pg. 65 - Alcoholism and Drug Abuse

Updated to reflect the addition of drug and alcohol screening to the preemployment process for all future hires.

pg. 101-102 Family and Medical Leave

Updated to reflect clarification of proper leave accrual options when taking bonding leave related to the birth, adoption or foster care placement.

Motion: Linda      Second: David      All in favor: Yes

**Approve the CORSA property and casualty insurance bill for 2023-2024 in the amount of \$6,887.**

Motion: David      Second: Linda      All in favor: Yes

Chris explained that there needs to be fund to fund transfers done in the Special Fund to cover the vacation and comp time hours being paid out to Tommy Springer upon his resignation.

**Approve the following Special Fund transfers:**

**\$9,342.64 from L-1 Salaries to Vacation Payout**

**\$34.16 from L-1 Salaries to Comp Time Payout**

Motion: Linda      Second: David      All in favor: Yes

Dave and Amber gave a brief update on their takeaways from the Land Use Plan Meeting Update held on March 28<sup>th</sup>. The process was discussed, and the Board of Supervisors may need to put together an opinion on what needs to be included in the updated land use plan.

**Motion to adjourn at 6:17 p.m.**

Motion: Linda      Second: Amber      All in favor: Yes

---

Gregg Pontius, Chair

---

Amber Hoisington, Secretary

Minutes & Financial Report by:

---

Christina Holt, Fiscal Coordinator