

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

**Date:** February 9, 2023

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

**Board of Supervisors in attendance:** Linda Claypool, Amber Hoisington, David Ochs, Gregg Pontius, Doug Tenney

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

**NRCS Staff:** Dave Libben

**Others:** Cody Hacker, ODA Program Specialist

Meeting called to order at 4:57 p.m. by Chair Gregg Pontius.

**Approval of minutes of January 12, 2023, Board Meeting**

Motion: Doug    Second: Linda    All in favor

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

Motion: Linda    Second: David    All in favor

RECEIPTS

Star Ohio – interest (December)	\$ 1,314.65	Dist. Fund
<b>Total Receipts District Fund \$1,314.65</b>		
ODA, Soil & Water Conservation – Qtr. 3 state match payment	\$ 65,954.00	Spec. Fund
County Appropriation – 1 <sup>st</sup> half allocation	<u>153,400.00</u>	“ “
<b>Total Receipts Special Fund \$219,354.00</b>		

BILLS

Verizon Wireless – Ck#5559 – mthly bill (\$265.31 urban; \$102.52 TSP)	\$367.83	Dist. Fund
Lancaster Fairfield Co. Chamber of Commerce – Ck#5560 – 1 year membership	300.00	“ “
Ohio Dept. of Taxation – ACH via Ohio Business Gateway – sales tax owed for period of 7/1-12/31/22	37.11	“ “
Gavin Estep – Ck#5561 – 2022 college scholarship recipient	500.00	“ “
Tabitha McCutcheon – Ck#5562 – college scholarship recipient	500.00	“ “
Meridia – Ck#5563 – Audience Response System (key pads, receiver, bag & software)	2,300.00	“ “
Ohio Department of Agriculture – Ck#5564 – dealer in nursery stock permit for 2023	<u>125.00</u>	“ “
<b>Total Expenses District Fund \$4,129.94</b>		
Salaries (1/13 & 1/27)	L-1 31,204.27	Spec.Fund
Health Insurance	L-13 9,423.78	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 425.72	“ “
Workers Comp.	L-12 2,403.35	“ “
PERS	L-11 <u>4,326.58</u>	“ “
<b>Total Salaries &amp; Benefits \$47,803.65</b>		
WEX Bank – Blanket PO#375 – monthly fuel bills	L-2 2,000.00	Spec. Fund
Keytel Systems – PO#406 – IT service contract (January-March)	L-5 2,482.50	“ “
Charter Communications – Blanket PO#420 – monthly internet charges	L-5 749.88	“ “
Treasurer of State of Ohio – PO#2231 – Audit cost (11/22-12/17/22)	L-5 28.70	“ “
Key Blue Prints – PO#2591 – ink cartridges for HP 3600	L-2 <u>288.95</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders) \$5,550.03</b>		

**BLANKET PURCHASE ORDERS**

WEX Bank – Blanket PO#375

L-2

1/9 Monthly fuel bill

\$383.14

*Current Balance \$1,616.86*

Charter Communications – Blanket PO#420

L-5

1/9 Monthly internet service

\$124.98

*Current Balance \$624.90*

**DISTRICT FUND BALANCES AS OF 1/31/23**

\$542,724.44 Total balance in District Account

\$369,758.12 - Balance in Star Ohio

\$172,966.32 - Balance in District Checking Account

\$348,382.54 Amount to be used only for the following programs/grants/etc.:

\$155,400.44 - 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**

\$11,400.00 – Farmland Preservation Stewardship Fund – **Committed Funds**

\$82,254.75 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

\$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$194,341.90 Total undedicated funds

**CHANGE FUND CASH - \$50**

**PETTY CASH**

Beginning Balance \$27.60

Ending Balance \$26.12

**RECEIPTS**

None

**BILLS**

1 newsletter returned \$ 1.48

**SPECIAL FUND BALANCES AS OF 1/31/23:**

Balance in Budgeted Appropriation Account - \$643,725.32

Balance in Special Account – \$501,831.79 (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 \$376,995.73

L-11 PERS \$54,023.42

L-2 Supplies \$9,711.05

L-12 Worker’s Comp. \$3,686.65

L-3 Equipment \$9,000.00

L-12a Unemployment \$10.00

L-4 Repair & Maintenance \$6,000.00

L-12a Medicare \$5,780.28

L-5 Contract Services \$28,863.92

L-13 Health Insurance \$114,576.22

L-6 Rentals/Lease \$0

L-13 Life Insurance \$290.05

L-7 Specialized Services \$4,900.00

Vacation Payout \$8,231.00

L-8 Scholarship \$50.00

Overtime, OT \$11,607.00

L-9 Travel Reimbursement \$4,000.00

L-10 Advertising \$6,000.00

### Vacation, Sick & Comp Leave Balances (as of 1/27/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1608.69	513.3562	3.41	32	0
Jonathan Ferbrache	533.2	424.31	5.51	24	0
Molly Gilleland	82.3	43.662	.13	24	0
Christina Holt	1185.13	560.246	.02	32	0
Chad Lucht	2717.51	556.418	2.42	32	47
Tommy Springer	1314.34	432.752	.16	32	0
Josh Troyer	340.72	133.47	5.25	32	48

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 16.38

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/23:

\$249,133.22 Total Cash Balance  
 \$3,605.37 - 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**

Cody Hacker, ODA Program Specialist, thanked the District for being willing to host a college intern this summer. This internship will be a 12-week paid position by ODA – DSWC.

The nominating committee was discussed. David and Gregg will be up for reelection this year. Amber volunteered to chair the nominating committee and Doug offered to assist. Amber will need to enlist the help of two outside people.

Dave gave the NRCS Report. He is processing/scoring around 20 EQIP applications. There will be an additional sign-up later this spring that will focus on certain practices.

The 2023 Annual Plan of Work was reviewed. The completed 2022 Annual Plan of Work was also sent out prior to the meeting for review.

### **Approve the 2023 Annual Plan of Work.**

Motion: Doug Second: Linda All in favor

Nikki explained that even though the District has always had a Board member on bank accounts, it is not necessary. After discussing with Cody it was decided that it would be best to have SWCD staff as signers on the accounts, alleviating the issue of having to change signers every couple of years and Board members having to give their personal information. Chris and Nikki are already on the bank accounts as signers, and Chad would

be added as an additional signer. The District currently has signers on the Star Ohio, checking accounts at Chase and Vinton Co. National Bank and a safe deposit box.

**Approval to change bank account signers to Christina Holt, S. Nikki Drake and Chad Lucht.**

Motion: Linda    Second: Amber    All in favor

Nikki discussed the ArcMap program that the District uses and has been free of charge. USDA-NRCS has changed their licensure procedure to require an agreement from SWCDs as authorized contractors to continue to have the free software.

**Approve the ArcMap agreement with USDA-NRCS. Gregg Pontius signed.**

Motion: Linda    Second: Doug    All in favor

The District has a Continuity of Operations Plan (COOP) that is filed annually with the Fairfield County Emergency Management Agency. This plan serves as the District's disaster plan in the event there is an emergency with personnel or the Ag Center.

**Approve the Continuity of Operations Plan (COOP).**

Motion: David    Second: Doug    All in favor

The list of 2023 FSWCD Board meetings approved at the January meeting was discussed. Nikki has contacted Aaron Wilson, OSU's Ag Weather & Climate Field Specialist, about speaking at this year's annual meeting. September 14<sup>th</sup> did not fit his schedule, but he is available on September 7<sup>th</sup>.

**Approve the 2023 FSWCD Board Meeting Schedule with annual meeting date change to September 7.**

Motion: Linda    Second: Amber    All in favor

Nikki discussed the OFSWCD Annual Partnership meeting that is scheduled for February 21 and 22. She explained how the delegate session works. There is only one resolution to vote on (sponsored by Fairfield, Madison, Preble and Union). **The Board voted yes on the resolution and the officer election as presented.** Doug will let staff know on Friday whether he can attend the delegate session.

**Motion to adjourn at 5:26 p.m.**

Motion: Doug    Second: Linda    All in favor

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Gregg Pontius, Chair

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Amber Hoisington, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator