

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

Date: January 12, 2023

Location: 831 College Avenue, Lancaster, Ohio

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

District Staff: Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht, Tommy Springer, Molly Gilleland

NRCS Staff: Dave Libben

Newly elected board member Amber Hoisington (first term) was sworn in by Fairfield County Commissioner Jeff Fix prior to the board meeting.

Meeting called to order at 5:03 p.m. by Doug Tenney (previous year's Vice-Chair).

The Board reorganization took place. Doug opened nominations for Chair. *David Ochs made a motion to nominate Gregg Pontius for Chair. Linda Claypool seconded. Linda moved to close nominations for Chair. David Ochs seconded. A roll call vote was taken: all in favor.* Motion carried. Gregg Pontius was elected Board Chair for 2023.

Doug opened nominations for Vice-Chair. *Linda made a motion to nominate Doug Tenney for Vice-Chair. David seconded. Amber Hoisington moved to close nominations for Vice-Chair. David seconded. A roll call vote was taken: all in favor.* Motion carried. Doug Tenney was elected Board Vice-Chair/Backup Treasurer for 2023.

Doug opened nominations for Treasurer. *Linda made a motion to nominate David Ochs as Treasurer. Amber seconded. Linda moved to close nominations for Treasurer. Amber seconded. A roll call vote was taken: all in favor.* Motion carried. David was elected Board Treasurer-Fiscal Agent for 2023.

Doug opened nominations for Secretary. *Linda made a motion to nominate Amber Hoisington as Secretary. David seconded. Linda moved to close nominations for Secretary. David seconded. A roll call vote was taken: all in favor.* Motion carried. Amber was elected Board Secretary for 2023.

Therefore, the 2023 Board positions are as follows:

Chair – Gregg Pontius
Vice-Chair/Backup Treasurer – Doug Tenney
Treasurer-Fiscal Agent – David Ochs
Secretary – Amber Hoisington
Member – Linda Claypool

Approval of minutes of December 8, 2022, Board Meeting & Records Commission Meeting

Motion: Linda Second: David All in favor

Approval of financial report for December 1 - 31, 2022

Motion: Linda Second: David All in favor

RECEIPTS

| | | |
|---|--------------|------------|
| Palmieri Brothers Inc. – Sediment & Erosion Control Inspection fee (South Hampton) | \$ 10,900.00 | Dist. Fund |
| Pappy's Feed Store – 2023 Affiliate Membership | 75.00 | “ “ |
| Fairfield Co. Antique Tractor Club – 2023 Affiliate Membership | 75.00 | “ “ |
| Star Ohio – interest (November) | 1,115.72 | “ “ |
| 200 flags sold | 20.00 | “ “ |

| | | | |
|--|---|---|------------|
| Sales tax collected | 2.62 | “ | “ |
| 1 plat book | 18.74 | “ | “ |
| Aaron Kull – 2023 Affiliate Memberships (2) | 150.00 | “ | “ |
| Lee Kohler – fee for tile plan design & survey (37-LIB-22) | <u>100.00</u> | “ | “ |
| | Total Receipts District Fund \$12,457.08 | | |
| Refund – Life Insurance (overpayment credit) | \$ 67.20 | | Spec. Fund |
| | Total Receipts Special Fund \$67.20 | | |

BILLS

| | | | |
|---|---|---|------------|
| Pickerington Area Chamber of Commerce – Ck#5553 – 1 year membership renewal | \$175.00 | | Dist. Fund |
| Verizon Wireless – Ck#5554 – mthly bill (\$449.96 urban; \$102.60 TSP) | 552.56 | “ | “ |
| USPS – Ck#5555 – postage to mail newsletter | 297.48 | “ | “ |
| Fairfield Federal S&L – Ck#5556 – safe deposit box fee (1 year) | 30.00 | “ | “ |
| Verdantas LLC – Ck#5557 – Dennison solar facility soil testing – final bill | 7,329.05 | “ | “ |
| Vinton Co. National Bank – Ck#5558 – Visa bill (car wash, antifreeze & washer fluid) | <u>39.00</u> | “ | “ |
| | Total Expenses District Fund \$8,423.09 | | |
| Salaries (12/2, 12/16 & 12/30) | L-1 44,853.63 | | Spec.Fund |
| Vacation Payout (C. Lucht & N. Drake) | 5,567.20 | “ | “ |
| Health Insurance | L-13 14,135.67 | “ | “ |
| Medicare | L-12a 726.75 | “ | “ |
| PERS | L-11 <u>6,279.53</u> | “ | “ |
| | Total Salaries & Benefits \$71,562.78 | | |
| Christina Holt – PO#8059 – replenish petty cash | L-2 16.50 | | Spec. Fund |
| Office Mart – PO#8093 – misc. office supplies | L-2 70.66 | “ | “ |
| North End Press – PO#8148 – December Fairfield Features newsletter | L-10 1,333.10 | “ | “ |
| WEX Bank – added to blanket PO#1482 | L-2 225.05 | “ | “ |
| Vinton Co. National Bank – PO#8193 – Visa bill (Solar Law Symposium registration & 3 staff/1 board reg. to OFSWCD Area 5 winter mtg.) | L-9 169.00 | “ | “ |
| ComDoc – PO#8238 – copier maintenance (12/3/22-3/2/23) & excess color copy charge (9/3-12/2/22) | L-4 477.86 | “ | “ |
| USPS – stamps (200-\$.60; 60-\$.44; 40-\$.24) | L-2 <u>156.00</u> | “ | “ |
| | Total Expenses Special Fund (Purchase Orders) \$2,448.17 | | |

BLANKET PURCHASE ORDERS

| | | | |
|--|-----|----------------------------|--|
| WEX Bank – Blanket PO#1482 | L-2 | | |
| 12/9 Monthly fuel bill | | \$380.80 | |
| | | <i>Current Balance \$0</i> | |
| Time Warner Cable – Blanket PO#5114 | L-2 | | |
| 12/6 Monthly internet service | | \$124.98 | |
| | | <i>Current Balance \$0</i> | |

DISTRICT FUND BALANCES AS OF 12/31/22

| | | |
|--------------|---|--|
| \$545,539.73 | Total balance in District Account | |
| | \$368,443.47 - Balance in Star Ohio | |
| | \$177,096.26 - Balance in District Checking Account | |
| \$346,191.23 | 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 | |
| | \$80,063.44 - Current Staff Liabilities (comp & vacation leave) Assigned Funds | |

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

\$199,348.50 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$18.50

Ending Balance \$27.60

RECEIPTS

Check from L-2 Supplies \$ 16.50

BILLS

1 newsletter returned \$ 1.48

1 newsletter returned 1.48

2 newsletters returned at \$1.48/ea. 2.96

1 newsletter returned 1.48

\$ 7.40

SPECIAL FUND BALANCES AS OF 12/31/22:

Balance in Budgeted Appropriation Account - \$28,228.07

Balance in Special Account – \$335,831.47 (Actual Cash)

2022/2023 STATE MATCH

Amount allocated - \$263,813.00

Outstanding balance (to be received in 2022/2023) - \$131,905.00

Received to date - \$131,908.00

Special Fund Account Balances

L-1 Salaries \$821.22

L-2 Supplies \$542.40

L-3 Equipment \$387.43

L-4 Repair & Maintenance \$1,482.83

L-5 Contract Services \$8,891.76

L-6 Rentals/Lease \$0

L-7 Specialized Services \$232.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$678.65

L-10 Advertising \$392.55

L-11 PERS \$280.79

L-12 Worker’s Comp. \$3,223.31

L-12a Unemployment \$10.00

L-12a Medicare \$351.85

L-13 Health Insurance \$8,404.88

L-13 Life Insurance \$70.60

Vacation Payout \$2,432.80

Overtime, OT \$0

Health EAP \$25.00

Vacation, Sick & Comp Leave Balances (as of 12/30/22)

| | <u>Sick Leave</u> | <u>Vacation Leave</u> | <u>Comp Leave</u> | <u>Personal Leave</u> | <u>Personal Wellness</u> |
|--------------------|-------------------|-----------------------|-------------------|-----------------------|--------------------------|
| Nikki Drake | 1599.49 | 502.6982 | .03 | 0 | 0 |
| Jonathan Ferbrache | 524.00 | 408.902 | 2.51 | 0 | 0 |
| Molly Gilleland | 80.35 | 37.454 | .13 | 0 | 0 |
| Christina Holt | 1175.93 | 552.338 | .02 | 0 | 0 |
| Chad Lucht | 2708.31 | 541.01 | 8.04 | 0 | 48 |
| Tommy Springer | 1305.14 | 422.844 | .16 | 0 | 0 |
| Josh Troyer | 363.52 | 124.27 | 5.25 | 0 | 48 |

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/22:

\$249,116.84 Total Cash Balance
\$3,588.99 - 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.

The nominating committee for 2023 will be discussed at the February board meeting.

Dave gave the NRCS Report. There are 57 active CSP contracts with annual payments underway.

The Ohio Ethics Law was reviewed along with list of all MOUs. The Ohio Ethics Law is usually part of new supervisor training and is kept as part of the SWCD employment policy.

The Operational Policy Book was discussed and reviewed.

Approval of 2023 Operational Policy Book

Motion: Amber Second: David All in favor

There were changes needed to the Employment Policy for 2023.

- Page 28 – removal of Matt Reese (past board supervisor) from social media moderation and editing
- Page 34 – work schedule changes for:
 - Josh Troyer from 8am-4:30pm to 7am-3:30pm
 - Molly Gilleland from 8am-4:30pm to 7:30am-4:00pm
 - Tommy Springer from 7:30am-4pm to 7:15am-3:45pm

Approve the Employment Policy for 2023 with above changes.

Motion: Linda Second: David All in favor

The health insurance waiver rate for 2023 was discussed. Employees that elect not to take health care coverage due to having coverage through someone else are eligible for this. Health Insurance rates did not change for 2023.

Approve Health Insurance Waiver Rate of \$3,000 family & \$1,200 single for 2023

Motion: Amber Second: Linda All in favor

The 2023 Board Meeting schedule was discussed. All meetings are currently scheduled for the 2nd Thursday of each month.

Approve the 2023 FSWCD Board Meeting Schedule.

Motion: Linda Second: David All in favor

The Board needs to appoint a designee for Public Records.

Approve to designate Christina Holt as the Board's representative for Open Public Records Training

Motion: Linda Second: David All in favor

The Equipment Inventory List was discussed and reviewed. A few items are being removed from the list: old computer server that was replaced; old AutoDesk and AutoCAD software that is now subscription based.

Approve the Equipment List as of 12/31/22 and the following Inventory Retirement Forms:

Dell PowerEdge R720 2U Rackmount Computer Server (tag#15894)

AutoCAD/AutoDesk software (no tag#)

(2) AutoDesk Software (no tag#)

Doug Tenney signed as Vice-Chair.

Motion: Amber Second: David All in favor

Jonathan discussed a Timber Harvest Notice of Intent (NOI) that was received for Southeast Correctional Institution. He and Molly walked the site after receiving the notice and will follow up. This NOI will be open for one year and basically states that they will follow Best Management Practices (BMPs).

Approve the Time Harvest NOI for Southeast Correctional Institution.

Motion: David Second: Amber All in favor

Chad discussed the purchase of an Audience Response System and explained how it is used. The District owns a version (purchased back in 2015 with grant funds) that no longer works due to the software not being compatible with Office 365. Chad and Tommy have researched and found a system from Meridia Interactive Solutions for a cost of \$2,300 (includes 35 keypads).

Approve the purchase of an Audience Response System from Meridia Interactive Solutions for a cost of \$2,300.

Motion: Linda Second: David All in favor

Nikki discussed a project (Ohio Ag Conservation Initiative-OACI) for the Ohio Department of Agriculture. This involves surveying chosen participants on farming practices. We will receive compensation.

Nikki mentioned that the Area 5 New SWCD Board Member Training will be held on January 31 at the Ross County Service Center in Chillicothe from 6 – 8 p.m. This is geared towards new board members but all are welcome to attend. Nikki will RSVP those who would like to attend. Also, the OFSWCD Partnership meeting is planned for February 21 & 22. No agenda yet.

Jonathan stated that several SWCDs (Madison, Preble, Union, Fairfield) are supporting the Resolution of Support for Agricultural Easements that the Board approved at last month's meeting.

Motion to adjourn at 5:58 p.m.

Motion: David Second: Linda All in favor

Doug Tenney, Vice-Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator