

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

Date: March 9, 2023

Location: 831 College Avenue, Suite B, 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, Molly Gilleland, Jonathan Ferbrache, Chad Lucht, Tommy Springer, Josh Troyer

NRCS Staff: Dave Libben

Meeting called to order at 5:00 p.m. by Vice-Chair Doug Tenney.

Approval of minutes of February 9, 2023, Board Meeting

Motion: David Second: Linda All in favor: Yes

Approval of financial report for February 1-28, 2023

Motion: Linda Second: Amber All in favor: Yes

Doug wanted to clarify what receipts he was seeing in this month's financial report. Nikki explained that we are looking at expenses from January 1st-31st and the bank statements to make sure that they match. Doug also asked about the bill in February to Verdantis. Jonathan explained that two bills as one bill covered the preliminary work done and the second was for the field work completed. Nikki explained that the meeting minute financials are from January, but the financial report is from February.

RECEIPTS

Star Ohio – interest (January)	\$ 1,431.42	Dist. Fund
Wildlife Packets sold	2,370.00	“ “
Sales tax collected	153.86	“ “
Licking SWCD – share of costs for solar study at Denison University	4,472.02	“ “
Violet Township – DESC funds (October – December 2022)	9,000.00	“ “
Village of Lithopolis – DESC funds (October – December 2022)	1,200.00	“ “
Village of Lithopolis – subdivision inspections (11/14-12/29/22)	<u>725.82</u>	“ “
Total Receipts District Fund	\$19,353.12	
Refund – Workers Comp	\$ 160.86	Spec. Fund
Total Receipts Special Fund	\$ 160.86	

BILLS

Verizon Wireless – Ck#5565 – mthly bill (\$267.84 urban; \$104.15 TSP)	\$371.99	Dist. Fund
USPS – Ck#5566 – postage to mail February newsletter	<u>300.78</u>	“ “
Total Expenses District Fund	\$672.77	
Salaries (2/10 & 2/24)	L-1 30,904.30	Spec.Fund
Overtime	13.89	“ “
Health Insurance	L-13 9,423.78	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 421.56	“ “
PERS	L-11 <u>4,328.53</u>	“ “
Total Salaries & Benefits	\$45,112.01	
Vinton Co. National Bank – PO#2972 – Visa bill (J. Troyer reg. to TDP training; T. Springer reg. to do pesticide license recertification)	L-9 330.00	Spec. Fund
North End Press – PO#3083 – February newsletter	L-10 1,589.10	“ “
Chad Lucht – PO#3159 – parking expenses to attend OFSWCD Annual Partnership Meeting held in Columbus, OH on 2/21 & 2/22 (2 vehicles)	L-9 <u>49.80</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$1,968.90	

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#375

L-2

2/8 Monthly fuel bill

\$377.98

Current Balance \$1,238.88

Charter Communications – Blanket PO#420

L-5

2/7 Monthly internet service

\$124.98

Current Balance \$499.92

DISTRICT FUND BALANCES AS OF 2/28/23

\$561,404.79 Total balance in District Account

\$371,189.54 - Balance in Star Ohio

\$190,215.25 - Balance in District Checking Account

\$350,854.92 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**

\$84,727.13 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

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

\$210,549.87 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$26.12

Ending Balance \$16.43

RECEIPTS

None

BILLS

1 newsletter returned \$ 1.56

Certified letter to Joe Pickering for ag pollution 8.13

\$ 9.69

SPECIAL FUND BALANCES AS OF 2/28/23:

Balance in Budgeted Appropriation Account - \$596,805.27

Balance in Special Account – \$454,911.74 (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 \$346,091.43

L-11 PERS \$49,694.89

L-2 Supplies \$9,711.05

L-12 Worker’s Comp. \$3,847.51

L-3 Equipment \$9,000.00

L-12a Unemployment \$10.00

L-4 Repair & Maintenance \$6,000.00

L-12a Medicare \$5,358.72

L-5 Contract Services \$28,863.92
 L-6 Rentals/Lease \$0
 L-7 Specialized Services \$4,900.00
 L-8 Scholarship \$50.00
 L-9 Travel Reimbursement \$3,620.20
 L-10 Advertising \$4,410.90

L-13 Health Insurance \$105,152.44
 L-13 Life Insurance \$270.10
 Vacation Payout \$8,231.00
 Overtime, OT \$11,593.11

Vacation, Sick & Comp Leave Balances (as of 2/24/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1617.89	528.7642	6.78	32	0
Jonathan Ferbrache	492.90	439.718	11.76	24	0
Molly Gilleland	68.75	49.87	.13	24	0
Christina Holt	1194.53	563.654	.02	32	0
Chad Lucht	2726.71	571.826	5.79	32	46.25
Tommy Springer	1323.54	430.910	.16	32	0
Josh Troyer	348.42	142.67	8.63	32	48

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (January) \$ 17.47

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 2/28/23:

\$249,150.69 Total Cash Balance
 \$3,622.84 - 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 and no standing committees.

Dave gave the NRCS Report. NRCS is moving towards their funding for EQIP pre-approval. Six (6) applications have been pre-approved so far and 4 out of the 6 applicants have indicated that they would like to continue with the program. NRCS staff attended a statewide training about the money coming through from the Inflation Reduction Act (IRA). There will be a second EQIP signup that will run through the end of April for EQIP-IRA funded programs. Dave anticipates that requests that didn’t already get funded will be able to get funded through the new EQIP-IRA funds. IRA funds will also be added to the CSP. Dave has seen an influx of new people contacting him because of the marketing going on surrounding this new source of funding. Dave also is hopeful that the student trainee from the last few years may be eligible for the open Soil Conservationist position.

Nikki explained that every year the Wildlife Specialist grant agreement with the Division of Wildlife has to be revisited for the funds Tommy receives for his position. The only change to this year’s agreement is that they increased the funding to \$17,650 from \$14,400. Doug asked about when the funds would be coming in. Nikki

and Tommy explained that the money would be coming in for the 2023 fiscal year which began in July of 2022, and that we will receive the funds later in 2023.

Approve to sign the Division of Wildlife Agreement for Wildlife Specialist Grant Funds.

Motion: Amber Second: Linda All in favor: Yes

Jonathan explained that there is a meeting scheduled at the Workforce Center for Monday, March 13th at 5:30 p.m. regarding the Land Use Plan update. Jonathan stated that it would be in our best interest to send two board members to attend the meeting to speak on behalf of the SWCD. There was a discussion to limit the number of members to represent the District to two representatives as three representatives would result in a quorum. Amber and David both offered to go on behalf of the District. Linda agreed to go as a backup in the event that Amber or David could not attend. The board mutually agreed on sending Amber and David to represent the SWCD at the Land Use Plan update meeting.

Motion to adjourn at 5:21 p.m.

Motion: Linda Second: David All in favor: Yes

Doug Tenney, Vice-Chair

Amber Hoisington, Secretary

Minutes by:

Financial Report by:

Molly Gilleland, Urban/Resource Technician

Christina Holt, Fiscal Coordinator