

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

Date: June 8, 2023

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

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

District Staff: Nikki Drake, Chris Holt, Chad Lucht, Molly Gilleland

NRCS Staff: Dave Libben

Others: Margaret Roberts, ODA Intern

Meeting called to order at 5:03 p.m. by Chair Gregg Pontius.

Approval of minutes of May 11, 2023, Board Meeting

Motion: Doug Second: David All in favor: Yes

Approval of financial report for May 1 - 31, 2023

Motion: Doug Second: David All in favor: Yes

RECEIPTS

Star Ohio – interest (April)	\$ 1,550.95	Dist. Fund
Brad Stewart – seeder rental plus interest (exempt)	38.70	“ “
100 flags sold	10.00	“ “
Sales tax collected	.68	“ “
Cathy Jerbic – Sycamore Creek donation	500.00	“ “
Spencer Mathias – fee & rental of no-till seeder – 12.2 acres (exempt)	193.24	“ “
Dean LaRue – rental of no-till drill – 15.1 acres (exempt)	181.20	“ “
Ohio Department of Agriculture – annual monitoring of 32 farms	6,400.00	“ “
Price Seaton LLC – sediment & erosion control inspection fees for Stone Hill Estates, Section 1	33,700.75	“ “
Chad Endsley – fee to rent no-till seeder (exempt)	46.84	“ “
Gary Schuen – fee to rent no-till seeder (exempt)	46.84	“ “
Total Receipts District Fund	\$42,669.20	

BILLS

Licking SWCD – Ck#5575 – items for 2023 tree sale	\$ 3,618.14	Dist. Fund
Verizon Wireless – Ck#5576 – mthly wireless bill	369.18	“ “
Ohio Township Association – Ck#5577 – 1 year membership for N. Drake & J. Ferbrache	22.00	“ “
Verdantas – Ck#5578 – soil testing at South Central Power solar thru 4/28/23	265.00	“ “
Vinton Co. National Bank – Ck#5579 – Visa (supplies for wrapping 5 th grade trees)	82.05	“ “
Alloway – Ck#5580 – Buckeye Lake Watershed testing	246.00	“ “
Total Expenses District Fund	\$4,602.37	

Salaries (5/5 & 5/19)	L-1 27,611.89	Spec.Fund
OT, Overtime	1,418.35	“ “
Health Insurance	L-13 7,809.92	“ “
Life Insurance	L-13 17.10	“ “
Medicare	L-12a 398.30	“ “
PERS	L-11 4,064.22	“ “
Total Salaries & Benefits	\$41,319.78	

WEX Bank – added to blanket PO#375	L-2 2,000.00	Spec. Fund
Precision Laser & Instrument – PO#4399 – claw pole clamp for heavy	L-3 211.64	“ “

Special Fund Account Balances

L-1 Salaries \$247,294.18	L-11 PERS \$36,949.85
L-2 Supplies \$7,042.38	L-12 Worker's Comp. \$3,406.22
L-3 Equipment \$6,244.20	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$5,320.03	L-12a Medicare \$3,979.31
L-5 Contract Services \$21,976.92	L-13 Health Insurance \$78,494.96
L-6 Rentals/Lease \$0	L-13 Life Insurance \$213.10
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$10,008.05
L-9 Travel Reimbursement \$1,968.20	Comp Payout \$0
L-10 Advertising \$4,366.45	

Vacation, Sick & Comp Leave Balances (as of 5/19/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1644.24	574.9882	20.53	24	0
Jonathan Ferbrache	503.25	485.942	12.64	24	0
Molly Gilleland	71.85	42.994	.13	24	0
Christina Holt	1221.93	564.628	.02	32	0
Chad Lucht	2751.06	594.55	3.04	32	40
Josh Troyer	373.52	170.27	5.63	32	48

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/23:

\$249,198.20 Total Cash Balance
 \$3,670.35 - 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 May 2023

SPECIAL FUND - Cash Balance	
Beg. Balance 5/1/23	\$ 573,007.09
Receipts	\$ -
Expenses	\$ 5,307.87
Salaries & Benefits	\$ 41,319.78
End Balance 5/30/23	\$ 526,379.44

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 5/1/23	\$ 195,710.00
Receipts	\$ 41,118.25
Expenses	\$ 4,602.37
End Balance 5/30/23	\$ 232,225.88

SPECIAL FUND - Budget Appropriations	
Beg. Balance 5/1/23	\$ 487,032.50
Expenses	\$ 5,307.87
Salaries & Benefits	\$ 41,319.78
End Balance 5/30/23	\$ 440,404.85

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 5/1/23	\$ 249,182.91
Receipts	\$ 15.29
Expenses	\$ -
End Balance 5/30/23	\$ 249,198.20

STAR OHIO - District Fund	
Beg. Balance 5/1/23	\$ 374,087.66
Receipts	\$ 1,550.95
Expenses	\$ -
End Balance 5/30/23	\$ 375,638.61

Public Comment – Margaret Roberts introduced herself. She was hired as an intern by ODA and is at Fairfield SWCD for the summer.

Dave gave the NRCS Report. Rebekah Krull will be starting on June 20th. Dana Raines, retired Minnesota NRCS Biologist, will begin part-time as an ACES (Agriculture Conservation Experienced Services) employee. Dave is currently working on EQIP status reviews. The Fairfield QAR went well with some minor corrections to wrap up.

Standing Committees – Amber had no news on the nominating committee. She and Doug both have people in mind and will contact them.

Approve the hiring of Lauren Vires as Wildlife/Education Specialist at a starting pay of \$19.98/hour and update/add Lauren to page 28 (Social Media District moderator) & page 34 (schedule of 7:30 .m. – 4 p.m.) in the Employment Policy

Motion: Doug Second: David All in favor: Yes

The purchase of a fire-proof filing cabinet was discussed. Jonathan currently has one that was donated, but it is full. He keeps all the easement information for the Farmland Preservation program and has to access the records frequently, so he doesn't want to store off-site. Office Mart quoted one that is fire rated for one hour and protects from fire and water at a cost of \$2,869 (\$300 cheaper than Staples).

Approve a fire-proof filing cabinet as quoted by Office Mart not to exceed a cost of \$3,300.

Motion: Doug Second: Amber All in favor: Yes

There was discussion on asking the prosecuting attorney to come to the office to discuss the intervention process with the Power Siting Board on the issue of Solar Farms. After discussing, it was decided to invite them to a staff meeting, and Nikki will let the SWCD Board members know when and they can decide if they would like to attend.

We have inventory items that need to be disposed of as they are no longer used/needed.

Approve the following Inventory Retirement Reporting forms:

-Hon Executive Arm Swivel Chair (Tag#050043) – does not function correctly

-4 Motorola VHF 1 channel/2w hand held radios (Tag#015820 & 015821) – no longer holds a charge

-Secretary Work Center (Tag#08975) – replaced with one from Delaware SWCD

Gregg signed.

Motion: Amber Second: Doug All in favor: Yes

Chris discussed the need to transfer funds from the Chase checking account to Star Ohio due to FDIC limits.

Approve the transfer of \$100,000 from Chase Bank to Star Ohio.

Motion: Doug Second: David All in favor: Yes

Chris reviewed the Level 2 Budget for 2024 and carryover funds.

Approve the 2024 Level 2 Budget as presented.

Motion: Doug Second: Amber All in favor: Yes

Motion to go into executive session to discuss personnel at 5:33 p.m.

Motion: Doug Second: David A roll call vote was taken: Doug – yes; David – yes; Amber – yes;

Gregg - yes

Motion to come out of executive session at 5:46 p.m.

Motion: Doug Second: Amber A roll call vote was taken: David – yes; Amber – yes; Gregg – yes;

Doug - yes

Approve a pay increase for Josh Troyer at \$23.61/hr. effective pay period beginning June 17, 2023.

Motion: Amber Second: David All in favor: Yes

Motion to adjourn at 5:47 p.m.

Motion: Amber Second: David All in favor: Yes

Gregg Pontius, Chair

Doug Tenney, Vice Chair

Minutes & financial report by:

Christina Holt, Fiscal Coordinator