

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

Date: May 11, 2023

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

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

District Staff: Nikki Drake, Chad Lucht, Josh Troyer

NRCS Staff: Dave Libben

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

Approval of minutes of April 13, 2023, Board Meeting

Motion: Linda Second: David All in favor: Yes

Approval of financial report for April 1 - 30, 2023

Motion: Doug Second: Linda All in favor: Yes

RECEIPTS

Star Ohio – interest (March)	\$ 1,539.22	Dist. Fund
Dean LaRue – fee to rent drill – tax exempt	46.84	“ “
2,100 flags sold	210.00	“ “
1 plat book sold – 2023	18.74	“ “
Craig Dunn – fee & rental of no-till drill (2 acres) exempt	70.84	“ “
Kenny Mason – fee & rental of no-till seeder (3.2 acres) exempt	85.24	“ “
1 Wildlife Packet sold	25.00	“ “
OFSWCD – TSP funds (EQIP)	299.25	“ “
John Albert – fee to rent seeder - exempt	46.84	“ “
Sales tax collected	<u>17.43</u>	“ “
Total Receipts District Fund	\$2,359.40	
Village of Lithopolis – MS4 funds	\$ 8,500.00	Spec. Fund
ODA – Soil & Water Conservation - Qtr. 4 state match funds	<u>65,951.00</u>	“ “
Total Receipts Special Fund	\$74,451.00	

BILLS

Ink My Logo – Ck#5570 – name badge for Amber Hoisington (new board member)	\$ 25.16	Dist. Fund
Verizon Wireless – Ck#5571 – mthly wireless bill	551.23	“ “
Target Business Services – Ck#5572 – banner for collection events	422.40	“ “
Vinton Co. National Bank – Ck#5573 – Visa (Phantom drone FAA registration)	5.00	“ “
Fairfield Union FFA – Ck#5574 – Sponsorship to Camp Canopy	<u>400.00</u>	“ “
Total Expenses District Fund	\$1,403.79	
Salaries (4/7 & 4/21)	L-1 30,904.23	Spec.Fund
Comp Time Payout (Tommy Springer)	34.16	“ “
Vacation Payout (Tommy Springer)	9,342.64	“ “
Health Insurance	L-13 9,423.78	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 557.32	“ “
PERS	L-11 <u>4,330.90</u>	“ “
Total Salaries & Benefits	\$54,612.98	
MNCO – PO#4095 – legal notice for cash basis financial report	L-10 44.45	Spec. Fund
CORSA – PO#4105 – 2023-2024 CORSA program costs	L-5 <u>6,887.00</u>	“ “
Total Expenses Special Fund (Purchase Orders)	\$6,931.45	

NOTE: On 4/24/23 \$9,342.64 was transferred from L-1 Salaries to Vacation Payout; \$34.16 was transferred from L-1 Salaries to Comp Time Payout

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#375	L-2	
4/10 Monthly fuel bill		\$597.30
		<i>Current Balance \$256.11</i>
Charter Communications – Blanket PO#420	L-5	
4/10 Monthly internet service		\$124.98
		<i>Current Balance \$249.96</i>

DISTRICT FUND BALANCES AS OF 4/30/23

\$569,797.66	Total balance in District Account	
	\$374,087.66 - Balance in Star Ohio	
	\$195,710.00 - Balance in District Checking Account	
\$344,731.54	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	
	\$78,603.75 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$225,066.12	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$35.00

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 4/30/23:

Balance in Budgeted Appropriation Account - \$487,032.50
Balance in Special Account – \$573,007.09 (Actual Cash)

2022/2023 STATE MATCH

Amount allocated - \$263,813.00 Outstanding balance (to be received in 2022/2023) - \$0
Received to date - \$263,813.00

Special Fund Account Balances

L-1 Salaries \$274,906.07	L-11 PERS \$41,014.07
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 \$4,377.61

L-5 Contract Services \$21,976.92
 L-6 Rentals/Lease \$0
 L-7 Specialized Services \$4,900.00
 L-8 Scholarship \$0
 L-9 Travel Reimbursement \$1,968.20
 L-10 Advertising \$4,366.45

L-13 Health Insurance \$86,304.88
 L-13 Life Insurance \$230.20
 Vacation Payout \$8,231.00
 Overtime, OT \$11,426.40

Vacation, Sick & Comp Leave Balances (as of 4/21/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1636.29	559.5802	20.53	24	0
Jonathan Ferbrache	511.05	470.534	15.39	24	0
Molly Gilleland	62.65	44.786	.13	24	0
Christina Holt	1212.73	553.47	1.52	32	0
Chad Lucht	2741.86	579.142	3.04	32	42.25
Josh Troyer	364.32	161.07	1.5	32	48

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 16.93

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/23:

\$249,182.91 Total Cash Balance
 \$3,655.06 - 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 April 2023

SPECIAL FUND - Cash Balance	
Beg. Balance 4/1/23	\$ 560,100.52
Receipts	\$ 74,451.00
Expenses	\$ 6,931.45
Salaries & Benefits	\$ 54,612.98
End Balance 4/30/23	\$ 573,007.09

SPECIAL FUND - Budget Appropriations	
Beg. Balance 4/1/23	\$ 548,576.93
Expenses	\$ 6,931.45
Salaries & Benefits	\$ 54,612.98
End Balance 4/30/23	\$ 487,032.50

STAR OHIO - District Fund	
Beg. Balance 4/1/23	\$ 372,548.44
Receipts	\$ 1,539.22
Expenses	\$ -
End Balance 4/30/23	\$ 374,087.66

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 4/1/23	\$ 196,293.61
Receipts	\$ 820.18
Expenses	\$ 1,403.79
End Balance 4/30/23	\$ 195,710.00

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 4/1/23	\$ 249,165.98
Receipts	\$ 16.93
Expenses	\$ -
End Balance 4/30/23	\$ 249,182.91

Public Comment – none; however, Farm Service Agency Fairfield/Perry Director Kylene Newman came over to introduce herself to the board prior to the meeting.

Standing Committees - none

Dave gave the NRCS Report. They have wrapped up EQIP contracts and are now scoring CSP – 2 this summer for forestry and 5 renewals. NRCS QAR (quality assurance review) team was here to do the 5-year audit on Dave’s paperwork and engineering. They had good comments and will submit their report to Dave once completed. Bekah, student trainee for the last 2 summers will start as full-time Soil Conservationist on June 20.

Nikki reported that we should have on record a dishonesty policy to show how we are covered, whether through an insurance policy or a surety bond.

Approve dishonesty coverage through CORSA as we have done for several years now.

Motion: Linda Second: Doug All in favor: Yes

Tommy Springer came to the last board meeting after his last day of work on April 7. The board should formally approve his resignation.

Approve Tommy Springer’s resignation as Wildlife/Education Specialist effective April 7, 2023.

Motion: Doug Second: David All in favor: Yes

There were 27 applications for the Wildlife/Education Specialist position. Nikki and Chad narrowed interview candidates down to 4. When Nikki called to schedule, one already took another job and declined to interview. Interviews for 3 will be held on the morning of May 18 with Nikki, Chad and 1-2 Division of Wildlife staff. Nikki assumes that we could have a start date prior to the next board meeting and would like to fill the position as soon as possible. She is working with the county on getting our classifications updated in the compensation plan and is awaiting a potential starting pay.

Approve to give District Manager Nikki Drake the authority to hire the position of Wildlife/Education Specialist up to a pay of \$20/hr.

Motion: David Second: Doug All in favor: Yes

Nikki reviewed the OSWCC Form 11 which lists county and local funds that determine state match. Total is slightly higher than last year.

Approve the OSWCC Form 11 as written, David signed.

Motion: Doug Second: David All in favor: Yes

The no-till drill was used for the first time this spring by Craig Dunn. A pin was sheared causing the small seed box to not function properly. He had to go over his 2 acres twice. It had to be taken to Hoover’s to be repaired.

Approve Craig Dunn’s bill for 2 acres versus 4 due to drill malfunction.

Motion: Linda Second: David All in favor: Yes

Jonathan has been researching farmland preservation records and wrote a policy for time lengths of retention.

Approve LAEPP application records retention policy.

Motion: Linda Second: Doug All in favor: Yes

Nikki was using a stand as a side desk and Chad got her a larger, more stable one from Delaware SWCD.

Approve Inventory Retirement Form for computer stand no longer being used (Tag#5298), Gregg signed.

Motion: Doug Second: David All in favor: Yes

The quote for our engineering design software renewal was received.

Approve AutoCAD subscription renewal for 1 year at \$2,544.16.

Motion: David Second: Linda All in favor: Yes

The draft land use plan summary Jonathan emailed to the board was given a thumbs up to submit to RPC and the planning steering committee.

Motion to adjourn at 5:50 p.m.

Motion: David Second: Doug All in favor: Yes

Gregg Pontius, Chair

Doug Tenney, Vice Chair

Minutes by:

Financial Report by:

Nikki Drake, District Manager

Christina Holt, Fiscal Coordinator