

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

Date: August 10, 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, Jonathan Ferbrache, Molly Gilleland, Chris Holt, Chad Lucht, Josh Troyer, Lauren Vires

NRCS Staff: Rebekah Foley

Others: Margaret Roberts, Ohio Dept. of Agriculture (ODA) intern

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

Approval of minutes of July 13, 2023, Board Meeting

Motion: Doug Second: Amber All in favor: Yes

Approval of financial report for July 1-31, 2023

Motion: Linda Second: David All in favor: Yes

RECEIPTS

Star Ohio – interest (June)	\$ 1,761.43	Dist. Fund
Sales tax collected	4.70	“ “
Sean Gorby – fee to rent no-till drill	46.84	“ “
Gary Schuen – rental of no-till seeder (18 acres) exempt	216.00	“ “
OACC – 20 OACI Scioto Watershed assessment surveys completed	2,000.00	“ “
Sylvan Hershberger – rental of no-till drill (1.9 acres)	22.80	“ “
Jacob Foltz – tile plan design fee (8-RUS-23)	100.00	“ “
Village of Lithopolis – DESC funds (Jan-March)	2,400.00	“ “
Village of Lithopolis – subdivision inspections	<u>2,705.90</u>	“ “
Total Receipts District Fund	\$9,257.67	

BILLS

Verizon Wireless – Ck#5588 – mthly wireless bill (\$272.30 urban;\$106.60 TSP)	\$ 378.90	Dist. Fund
Verdantas – Ck#5589 – soil testing at South Central Power thru 6/30	760.00	“ “
Vinton Co. National Bank – Ck#5590 – Visa bill (new jack for trailer) DCF	102.98	“ “
Lancaster Eagle-Gazette – Ck#5591 – 1 year newspaper subscription	553.62	“ “
Hannah Saum – Ck#5592 – 1 st scholarship payment – 2023 recipient	<u>500.00</u>	“ “
Total Expenses District Fund	\$2,295.50	

Salaries (7/14 & 7/28)	L-1 31,419.15	Spec.Fund
OT, Overtime	95.43	“ “
Health Insurance	L-13 7,809.92	“ “
Life Insurance	L-13 17.10	“ “
Medicare	L-12a 434.32	“ “
PERS	L-11 <u>4,412.02</u>	“ “
Total Salaries & Benefits	\$44,187.94	

ODA, Division of Soil & Water – PO#5397 – J. Troyer & N. Drake reg. to	L-9 80.00	Spec. Fund
Grazing Management Plan Development on 8/29-8/30		
ComDoc – PO#5453 – copier maintenance agreement (6/3-9/2) & excess	L-4 183.47	“ “
color copies (3/3-6/2)		
BHM CPA Group Inc. – PO#5456 – Audit of 2021-2022 records (3/1-6/27)	L-5 3,600.00	“ “
Vinton Co. National Bank – PO#5485 – Visa (mechanical pencils)	L-2 15.75	“ “

Vinton Co. National Bank – PO#5486 – Visa (headphones, 2 TVs, 2 surge protectors)	L-3	498.96	“	“
USGS – PO#5650 – LoCAS Sycamore Creek site	L-5	<u>1,500.00</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$5,878.18		

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#375	L-2			
7/10 Monthly fuel bill		\$495.27		
		<i>Current Balance</i>	\$526.36	
Charter Communications – Blanket PO#5035	L-5			
7/7 Monthly internet service		\$124.98		
		<i>Current Balance</i>	\$624.90	

DISTRICT FUND BALANCES AS OF 7/31/23

\$627,031.14 Total balance in District Account

\$479,058.26 - Balance in Star Ohio

\$147,972.88 - Balance in District Checking Account

\$385,233.73 Amount to be used only for the following programs/grants/etc.:

\$189,101.19 - 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**

\$17,800.00 – Farmland Preservation Stewardship Fund – **Committed Funds**

\$79,005.19 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

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

\$241,797.41 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 7/31/23:

Balance in Budgeted Appropriation Account - \$326,595.27
Balance in Special Account – \$412,569.86 (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 \$174,457.20	L-11 PERS \$26,705.01
L-2 Supplies \$6,940.29	L-12 Worker's Comp. \$3,406.22
L-3 Equipment \$5,247.71	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$3,918.31	L-12a Medicare \$2,974.80
L-5 Contract Services \$13,494.94	L-13 Health Insurance \$60,584.02
L-6 Rentals/Lease \$0	L-13 Life Insurance \$178.90
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$9,667.22
L-9 Travel Reimbursement \$1,513.20	Comp Payout \$0
L-10 Advertising \$4,366.45	

Vacation, Sick & Comp Leave Balances (as of 7/28/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1667.24	592.5082	20.03	24	0
Jonathan Ferbrache	523.25	437.462	.01	10	0
Molly Gilleland	78.35	18.514	8.38	24	0
Christina Holt	1244.93	532.398	.02	15.5	0
Chad Lucht	2774.06	565.82	3.04	32	38.75
Josh Troyer	396.52	193.27	8.5	16	0
Lauren Vires	13.34	9.00016	16.13	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 102.43

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/23:

\$249,341.59 Total Cash Balance
 \$3,813.74 - 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 July 2023

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 7/1/23	\$ 462,635.98	Beg. Balance 7/1/23	\$ 142,772.14
Receipts	\$ -	Receipts	\$ 7,496.24
Expenses	\$ 5,878.18	Expenses	\$ 2,295.50
Salaries & Benefits	\$ 44,187.94	End Balance 7/31/23	\$ 147,972.88
End Balance 7/31/23	\$ 412,569.86		

SPECIAL FUND - Budget Appropriations		DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 7/1/23	\$ 376,661.39	Beg. Balance 7/1/23	\$ 249,239.16
Expenses	\$ 5,878.18	Receipts	\$ 102.43
Salaries & Benefits	\$ 44,187.94	Expenses	\$ -
End Balance 7/31/23	\$ 326,595.27	End Balance 7/31/23	\$ 249,341.59

STAR OHIO - District Fund	
Beg. Balance 7/1/23	\$ 477,296.83
Receipts	\$ 1,761.43
Expenses	\$ -
End Balance 7/31/23	\$ 479,058.26

There were no public comments or standing committees.

Rebekah gave the NRCS report. There were two CSP forestry contracts approved for funding and five 2019 renewals. CRP has 21 re-enrolled contracts, including 10 waterways and 38 contracts up for re-enrollment next year.

Motion to approve election form EL-3. Two candidates are Gregg Pontius and Cheyenne Erb.

Motion: Doug Second: Amber All in favor: Yes

NRCS and OFSWCD have reached an agreement for districts to do drone survey work. The SWCD would be reimbursed for drone surveys on a per job basis, based on rates they set with funds NRCS set aside through contribution agreements. NRCS would be responsible for coordination with landowners. The map of the coverage area has a suggested 75-mile radius, but it would be our decision on whether to accept the drone work. There are five districts that will participate, but only Ross and Fairfield Counties currently have LiDAR survey capabilities. Nikki explained the process as she understood it.

Motion to approve SWCD staff to conduct drone survey work and the ability to work outside of Fairfield County.

Motion: Amber Second: Doug All in favor: Yes

Chad explained that in the past SWCD staff have worked with adjoining districts to provide hydrone surveys. Franklin SWCD is asking again for assistance to do additional sediment studies. Chad is asking for the reimb. rate to be set for 2023 (2021 it was \$140/hr., 2022 we did a 5% increase over 2021 at \$147.50/hr.). He is asking it to be set at \$155/hr. for 2023 and would like it to increase 5% every year with Nikki signing off on it similar to what is done with the inspection reimb. fees. If it is determined we need more, we will come back to the board.

Motion to approve a rate of \$155/hr. for hydrone work in 2023 and also increase the rate 5% each year after.

Motion: Amber Second: Linda All in favor: Yes

Motion to go into executive session to discuss personnel at 5:26 p.m.

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

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

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

Approve a pay increase for Molly Gilleland at \$19.98/hr. effective pay period beginning August 26, 2023.

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

Approve job title change for Jonathan Ferbrache to Senior Resource Specialist.

Motion: Amber Second: David All in favor: Yes

Doug asked about the county land use plan. He is concerned that the acreage listed in the plan is incorrect. The memorandum sent by the board in May spoke to the support of the goal in 2002 of 100,000 acres of prime farmland being preserved into the future. In reality, 65,000 acres of cropland was what they ended up with. There was discussion about the lack of accuracy in the draft land use plan. There is a disregard for those that made the decision to protect the land perpetually and any current ag security areas shown in the maps. Fairfield County is currently losing 1,400 acres/year of cropland (CAUV).

Motion to submit memorandum of public comments dated August 10, 2023, for 2023 Land Use Plan update.

Motion: Amber Second: David All in favor: Yes

Motion to adjourn at 6:11 p.m.

Motion: Doug Second: David All in favor: Yes

Gregg Pontius, Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator