

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

Date: July 13, 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, Molly Gilleland, Chris Holt, Chad Lucht, Josh Troyer, Lauren Vires

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

Meeting called to order at 5:02 p.m. by Chair Gregg Pontius.

Approval of minutes of June 8, 2023, Board Meeting

Motion: Linda Second: Doug All in favor: Yes

Approval of financial report for June 1-30, 2023

Motion: David Second: Linda All in favor: Yes

RECEIPTS

Star Ohio – interest (May)	\$ 1,658.22	Dist. Fund
1,200 flags sold	120.00	“ “
Sales tax collected	11.32	“ “
Sylvan Hershberger – fee to rent no-till drill	46.84	“ “
OFSWCD – TSP funds (\$5,185 CRP; \$4,060.25 EQIP)	9,245.25	“ “
John Albert – no-till seeder rental (16.7 acres) exempt	200.40	“ “
John Hintz – tile plan design fee (47-GRE-19)	100.00	“ “
Gabe Starner – tile plan design fee (29-RIC-22)	100.00	“ “
Chad Endsley – rental of no-till seeder (13.3 acres) exempt	159.60	“ “
Violet Township – DESC funds (January-March 2023)	<u>5,400.00</u>	“ “
Total Receipts District Fund \$17,041.63		

BILLS

Ink My Logo LLC – Ck#5581 – name badge for Lauren Vires	\$ 25.16	Dist. Fund
Verizon Wireless – Ck#5582 – mthly wireless bill (\$272.30 urban;\$91.54 TSP)	363.84	“ “
Millersport Agri Service – Ck#5583 – repairs to no-till drill & parts for no-till seeder	356.24	“ “
MASI Laboratories – Ck#5584 – caffeine testing of water samples	350.00	“ “
Office Mart – Ck#5585 – FireKing Patriot 4-drawer fire proof cabinet	2,869.00	“ “
Vinton Co. National Bank – Ck#5586 – Visa bill (video cards, HDMI cables, Logitech iPad)	591.91	“ “
Alloway – Ck#5587 – Buckeye Lake water testing	246.00	“ “
Chase Bank – Auto – fee to wire \$ to Star Ohio	<u>35.00</u>	“ “
Total Expenses District Fund \$4,837.15		

Salaries (6/2, 6/16 & 6/30)	L-1 41,417.83	Spec.Fund
OT, Overtime	245.40	“ “
Health Insurance	L-13 10,101.02	“ “
Life Insurance	L-13 17.10	“ “
Medicare	L-12a 570.19	“ “
PERS	L-11 <u>5,832.82</u>	“ “
Total Salaries & Benefits \$58,184.36		

MASI Laboratories – PO#4928 – MS4 water testing	L-5 149.60	Spec. Fund
Keytel Systems – PO#4929 – IT Services (April – June)	L-5 2,482.50	“ “
Precision Laser & Instrument – PO#4939 – 2 hard hats & RGR7 serial	L-3 497.53	“ “

bottom boot for survey unit				
BW Tire Pickerington – PO#4946 – TIPM replacement on 2017 Dodge Ram	L-4	844.30	“	“
Charter Communications – Blanket PO#5035 – monthly internet services	L-5	749.88	“	“
Key Blue Prints, Inc. – PO#5038 – service call to repair HP plotter	L-4	300.00	“	“
Vinton Co. National Bank – PO#5082 – Visa bill (SD card reader & USB cables from Amazon)	L-2	86.34	“	“
Vinton Co. National Bank – PO#5083 – Visa bill (J. Ferbrache registration to 7/26 Ohio Statewide Floodplain Mgmt. Conference)	L-9	375.00	“	“
BW Tire Pickerington – PO#5089 – oil change & tire rotation on 2013 GMC	L-4	<u>73.95</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$5,559.10		

NOTE: On June 22, \$100,000 was wire transferred from Chase checking to Star Ohio fund

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#375	L-2			
6/8 Monthly fuel bill		\$630.94		
		<i>Current Balance</i>	<i>\$1,021.63</i>	
Charter Communications – Blanket PO#420	L-5			
6/7 Monthly internet service		\$124.98		
		<i>Current Balance</i>	<i>\$0</i>	

DISTRICT FUND BALANCES AS OF 6/30/23

\$620,068.97	Total balance in District Account	
	\$477,296.83 - Balance in Star Ohio	
	\$142,772.14 - Balance in District Checking Account	
\$388,661.69	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	
	\$82,433.15 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$231,407.28	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 6/30/23:

Balance in Budgeted Appropriation Account - \$376,661.39
Balance in Special Account – \$462,635.98 (Actual Cash)

2022/2023 STATE MATCH

Amount allocated - \$263,813.00

Received to date - \$263,813.00

Outstanding balance (to be received in 2022/2023) - \$0

Special Fund Account Balances

L-1 Salaries \$205,876.35	L-11 PERS \$31,117.03
L-2 Supplies \$6,956.04	L-12 Worker’s Comp. \$3,406.22
L-3 Equipment \$5,746.67	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$4,101.78	L-12a Medicare \$3,409.12
L-5 Contract Services \$18,594.94	L-13 Health Insurance \$68,393.94
L-6 Rentals/Lease \$0	L-13 Life Insurance \$196.00
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$9,762.65
L-9 Travel Reimbursement \$1,593.20	Comp Payout \$0
L-10 Advertising \$4,366.45	

Vacation, Sick & Comp Leave Balances (as of 6/30/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1658.04	589.1002	20.03	24	0
Jonathan Ferbrache	514.05	509.054	16.01	10	0
Molly Gilleland	77.65	52.306	3.13	24	0
Christina Holt	1235.73	533.99	.02	15.5	0
Chad Lucht	2764.86	590.412	3.04	32	39.25
Josh Troyer	387.32	184.07	9	16	0
Lauren Vires	4.14	2.7936	0	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May) \$ 40.96

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/23:

\$249,239.16 Total Cash Balance
 \$3,711.31 - 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 June 2023

SPECIAL FUND - Cash Balance	
Beg. Balance 6/1/23	\$ 526,379.44
Receipts	\$ -
Expenses	\$ 5,559.10
Salaries & Benefits	\$ 58,184.36
End Balance 6/30/23	\$ 462,635.98

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 6/1/23	\$ 232,225.88
Receipts	\$ 15,383.41
Expenses	\$ 104,837.15
End Balance 6/30/23	\$ 142,772.14

SPECIAL FUND - Budget Appropriations	
Beg. Balance 6/1/23	\$ 440,404.85
Expenses	\$ 5,559.10
Salaries & Benefits	\$ 58,184.36
End Balance 6/30/23	\$ 376,661.39

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 6/1/23	\$ 249,198.20
Receipts	\$ 40.96
Expenses	\$ -
End Balance 6/30/23	\$ 249,239.16

STAR OHIO - District Fund	
Beg. Balance 6/1/23	\$ 375,638.61
Receipts	\$ 101,658.22
Expenses	\$ -
End Balance 6/30/23	\$ 477,296.83

Lauren Vires, newly hired Wildlife/Education specialist, introduced herself.

Nikki explained that Devon Mullen called today and he is no longer interested in running for the board of supervisors. We now only have two candidates, Gregg Pontius and Cheyenne Erb. It is becoming harder to find candidates to run. Gregg mentioned another potential person to contact.

The 2023 Annual Plan of Work was reviewed.

Nikki reviewed details for the upcoming Annual Meeting on September 7th. This year is our 80th anniversary. Aaron Wilson, OSU Climatologist, will give a presentation on weather. The Chamber of Commerce will be here to do a ribbon cutting at 6 p.m. DaQue food truck will be here. Awards were discussed.

Motion to adjourn at 5:18 p.m.

Motion: Linda Second: Amber All in favor: Yes

Gregg Pontius, Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator