

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

**Date:** October 12, 2023

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

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

**District Staff:** Nikki Drake, Lauren Vires

**NRCS Staff:** Dave Libben

Meeting called to order at 5:06 p.m. by Chair Gregg Pontius.

**Approval of minutes of September 7, 2023, Special Board Meeting**

Motion: Linda Second: Doug All in favor: Yes

**Approval of financial report for September 1 - 30, 2023**

Motion: Doug Second: David All in favor: Yes

RECEIPTS

Star Ohio – interest (August)	\$ 2,238.69	Dist. Fund
Sales tax collected	7.73	“ “
Sean Gorby – fee to rent no-till drill and rental (3.3 acres)	86.44	“ “
Franklin SWCD – reimb. for hydrone work (12/7/22 & 5/5/23)	1,143.13	“ “
Joe Shafer – rental of no-till seeder (26.8 acres) exempt	321.60	“ “
D’Linda Adams – rental of tree planter	28.10	“ “
Pepper Construction – sed. & erosion control inspection fees (DHL)	10,961.90	“ “
Kevin Tarbert – rental of no-till drill (18.5 acres) & fee (exempt)	268.84	“ “
Shawn Heimberger – fee to rent no-till drill (exempt)	46.84	“ “
<b>Total Receipts District Fund</b>	<b>\$15,103.27</b>	
Liberty Township – MS4 program funds	\$ 2,500.00	Spec. Fund
City of Pickerington – MS4 program funds	9,000.00	“ “
Violet Township – MS4 program funds	9,000.00	“ “
<b>Total Receipts Special Fund</b>	<b>\$20,500.00</b>	

BILLS

Auld Crafters & Assoc. – Ck#5601 – award plaque for Cathy Jerbic	\$ 70.00	Dist. Fund
Verizon Wireless – Ck#5602 – mthly wireless bill (\$272.33 urban;\$91.56 TSP)	363.89	“ “
Verdantas – Ck#5603 – soil testing at South Central Power solar site thru 8/25/23	2,208.75	“ “
<b>Total Expenses District Fund</b>	<b>\$2,642.64</b>	

Salaries (9/8 & 9/22)	L-1 31,695.56	Spec.Fund
OT, Overtime	273.91	“ “
Health Insurance	L-13 7,809.92	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 440.92	“ “
PERS	L-11 4,475.71	“ “
<b>Total Salaries &amp; Benefits</b>	<b>\$44,715.97</b>	
Keytel Systems – PO#6408 – IT services (July – Sept.)	L-5 2,482.50	Spec. Fund
WEX Bank – added to Blanket PO#0375	L-2 797.38	“ “
Vinton Co. National Bank – PO#6496 – Visa (L. Vires reg. to 2 trainings: From Basin to Banks: Wetland Restoration on September 8 & Forest Mgmt. Training on September 11-13)	L-9 97.14	“ “

Vinton Co. National Bank – PO#6497 – Visa (TV purchased at Best Buy to use as a computer monitor for Nikki)	L-3	129.99	“	“
Vinton Co. National Bank – PO#6498 – Visa (ink pads & waders)	L-2	111.49	“	“
Key Blue Prints Inc. – PO#6509 – 2 rolls of paper for HP plotter	L-2	224.34	“	“
WEX Bank – Blanket PO#6609 – monthly fuel bills	L-2	1,200.00	“	“
Keytel Systems – PO#6610 – IT Services (October – December)	L-5	<u>2,482.50</u>	“	“
<b>Total Expenses Special Fund (Purchase Orders) \$7,525.34</b>				

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#375	L-2			
9/11                      Monthly fuel bill		\$870.79		
		<i>Current Balance \$0</i>		
Charter Communications – Blanket PO#5035	L-5			
9/11                      Monthly internet service		\$124.98		
		<i>Current Balance \$374.94</i>		

DISTRICT FUND BALANCES AS OF 9/30/23

\$639,967.31	Total balance in District Account	
	\$483,455.49 - Balance in Star Ohio	
	\$156,511.82 - Balance in District Checking Account	
\$397,347.53	Amount to be used only for the following programs/grants/etc.:	
	\$200,063.09 - Sediment & Erosion Control Inspection Fees – RPC projects	
	(Any unused amount is returned) <b>Restricted Funds</b>	
	\$26.81 – Land Lab Funds (Quail Unlimited donation) <b>Assigned Funds</b>	
	\$2,255.84 – Clear Creek Funds <b>Restricted Funds</b>	
	\$17,800.00 – Farmland Preservation Stewardship Fund – <b>Committed Funds</b>	
	\$80,157.09 - Current Staff Liabilities (comp & vacation leave) <b>Assigned Funds</b>	
	\$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) <b>Assigned Funds</b>	
\$242,619.78	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$15.51  
Ending Balance \$10.17

RECEIPTS

None

BILLS

6 newsletters returned at \$.78 ea.	\$ 4.68
1 newsletter returned	<u>.66</u>
	\$ 5.34

SPECIAL FUND BALANCES AS OF 9/30/23:

Balance in Budgeted Appropriation Account - \$219,753.11  
Balance in Special Account – \$398,208.01 (Actual Cash)

2023/2024 STATE MATCH

Amount allocated - \$287,981.00                      Outstanding balance (to be received in 2023/2024) - \$215,986.00  
Received to date - \$71,995.00

### Special Fund Account Balances

L-1 Salaries \$106,432.65	L-11 PERS \$17,756.94
L-2 Supplies \$4,224.71	L-12 Worker's Comp. \$3,420.91
L-3 Equipment \$4,878.42	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$1,680.43	L-12a Medicare \$2,024.44
L-5 Contract Services \$8,480.74	L-13 Health Insurance \$44,964.18
L-6 Rentals/Lease \$0	L-13 Life Insurance \$139.00
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$9,026.78
L-9 Travel Reimbursement \$847.06	Comp Payout \$0
L-10 Advertising & Printing \$2,735.85	

### Vacation, Sick & Comp Leave Balances (as of 9/22/23)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1684.89	595.8242	20.03	24	0
Jonathan Ferbrache	535.40	463.278	2.14	10	0
Molly Gilleland	89.25	30.93	5	24	0
Christina Holt	1260.08	538.464	2.27	15.5	0
Chad Lucht	2790.21	556.636	3.04	27	0
Josh Troyer	413.92	186.67	.88	0	0
Lauren Vires	31.74	21.41616	23.75	24	0

## “Dedicated Conservation Fund”

Vinton County National Bank

#### RECEIPTS

Vinton Co. National Bank – checking account interest (August) \$ 105.93

#### BILLS

None

#### DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/23:

\$249,553.40 Total Cash Balance  
 \$4,025.55 - 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 September 2023

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
<b>Beg. Balance 9/1/23</b>	\$ 429,949.32	<b>Beg. Balance 9/1/23</b>	\$ 146,289.88
Receipts	\$ 20,500.00	Receipts	\$ 12,864.58
Expenses	\$ 7,525.34	Expenses	\$ 2,642.64
Salaries & Benefits	\$ 44,715.97	<b>End Balance 9/30/23</b>	\$ 156,511.82
<b>End Balance 9/30/23</b>	<b>\$ 398,208.01</b>		

<b>SPECIAL FUND - Budget Appropriations</b>		<b>DEDICATED CONSERVATION FUND - District Fund</b>	
<b>Beg. Balance 9/1/23</b>	\$ 271,994.42	<b>Beg. Balance 9/1/23</b>	\$ 249,447.47
Expenses	\$ 7,525.34	Receipts	\$ 105.93
Salaries & Benefits	\$ 44,715.97	Expenses	\$ -
<b>End Balance 9/30/23</b>	\$ 219,753.11	<b>End Balance 9/30/23</b>	\$ 249,553.40

<b>STAR OHIO - District Fund</b>	
<b>Beg. Balance 9/1/23</b>	\$ 481,216.80
Receipts	\$ 2,238.69
Expenses	\$ -
<b>End Balance 9/30/23</b>	\$ 483,455.49

There were no public comments.

Standing Committees - Discussion surrounding how the annual meeting went. Received positive feedback on the speaker and the posted maps and pictures. Suggestions were given to provide a free meal, have different food available from year-to-year for variety and maybe even do a cookout.

Dave gave the NRCS report. The new fiscal year just began which generally comes with a government shut down, but that hasn't happened yet. Currently working on catching up on payments. Received approval on several EQIP practices including tree/shrub site prep, brush management, and invasive species control and working on certifying those. Preparing for annual CSP payments and ranking 5 renewals. Attended a TDP training at McArthur Post Plant about fencing and grazing reclaimed strip mine land in Vinton County. Learned a lot about the posts that are made, watched a demonstration on correctly building livestock fencing, and visited a reclaimed strip mine site where solar panels will be installed on the ridge tops.

Clear Creek Funds were received from Friends of Clear Creek in the 90's when it disbanded. These funds are to be used for Clear Creek watershed education. Originally, the funds were used to start up Amanda-Clearcreek's Clear Creek field trip day. The bussing cost for this program ended up being covered by the school and snacks are no longer purchased, so we are now left with \$2,255.84. Fairfield County Park District owns Two Glaciers Park next to Clear Creek Metro Park and just recently purchased more acres, increasing the size of the park. Miranda Cain, Fairfield County Park District's education specialist, wrote us a letter stating that they would like to purchase equipment to be used for educational purposes at this park with these funds if they were granted to them.

**Motion to approve the donation of remaining Clear Creek Funds in the amount of \$2,255.84 to Fairfield County Park District**

Motion: Doug Second: David All in favor: Yes

Jonathan is looking into the possibility of testing solar panels for safety concerns such as determining if there is a risk of panels leaching heavy metals if they break in the field. He emailed out information about this back in September. This would include needing two panels to conduct two different tests. Two panels would cost \$565 and the testing cost is \$7,500 for a total of \$8,065. Chad indicated that we could use MS4 money to pay for it. Discussion was had about other partners working on this project with us or sharing the cost. Jonathan reached out to several groups with no commitment including Fairfield County and Ohio Farm Bureau, American Farmland Trust, Ohio Department of Health, The Ohio Power Siding Board, Ohio Environmental Protection Agency, Ohio Department of Agriculture, and Ohio Federation of Soil and Water Conservation Districts. Discussion was had about recycling solar panels. Discussion about what would happen if findings came back with a negative outcome. Results would be public record. More discussion is needed about the plan of how to use the findings after it is gathered and about lack of interest and participation from other organizations. It may also be helpful to consider testing panels that have already been in the field for a while at another location for more data.

Supervisor election results were announced. Gregg Pontius was re-elected, and Cheyenne Erb was elected to serve three-year terms beginning in January 2024.

There was discussion about payments pending for contribution agreements for Josh and Nikki's NRCS CRP & EQIP projects reimbursement. NRCS contracts with OFSWCD to make the payments from NRCS funds which can take time for them to process. These funds help with the purchasing of equipment.

Nikki presented updates the county made to the personnel policy manual effective 10/1/23:

- Section 4:3 (page 85) Vacation Leave Conversion - updated to reflect change in max amount of vacation that can be elected for pay (from max 80 hours to one year's accrual)
- Addendum "A" (page 111) - adjustment to merit increase percentage amounts (Exceeds - 3.5% to 5%, Meets - 2% to 3%)

**Motion to approve Personnel Policy Manual Changes Section 4:3 & Addendum "A"**

Motion: David Second: Linda All in favor: Yes

Jonathan and Chad completed their Erosion and Sediment Stormwater Inspector certification (CESSWI), which should be added to their position descriptions. The training included study materials followed by an online test. Nikki would also like to update Chad's title to Urban Manager as he is already overseeing Molly's position, and the goal is to hire another individual that he would manage in the future as well.

**Motion to update Jonathan Ferbrache's and Chad Lucht's job descriptions to add CESSWI and also change Chad Lucht's title to Urban Manager**

Motion: Linda Second: David All in favor: Yes

The memorandum of agreement for the deposit of public funds with Vinton Co. National Bank expired October 1, 2023 (5-year term). Chris is checking on the status of the same agreement with Chase Bank. There was discussion on changing from Chase to a local bank.

**Motion to approve Vinton County National Bank Memo of Agreement for Deposit of Public Funds**

Motion: Linda Second: David All in favor: Yes

The National Association of Conservation Districts (NACD) dues are paid annually.

**Motion to approve payment of NACD national dues (gold level) at \$775**

Motion: David Second: Doug All in favor: Yes

**Motion to go into executive session to discuss personnel at 5:36 p.m.**

Motion: Linda Second: Doug

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

**Motion to come out of executive session at 5:54 p.m.**

Motion: Linda Second: David

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

**Approve a pay increase of 5% each for Jonathan Ferbrache and Chad Lucht for team lead responsibilities and also for Nikki Drake to maintain pay separation between manager and staff effective the pay period beginning October 7, 2023.**

Motion: Linda Second: David

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

**Motion to adjourn at 6:01 p.m.**

Motion: Doug    Second: Linda    All in favor: Yes

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Gregg Pontius, Chair

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Doug Tenney, Vice-Chair

Minutes by:

Financial Report by:

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Lauren Vires, Wildlife/Education Specialist

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Christina Holt, Fiscal Coordinator