

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

**Date:** September 7, 2023

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

**Board of Supervisors in attendance:** Linda Claypool, Gregg Pontius, Doug Tenney  
Amber Hoisington and David Ochs were unable to attend (Amber did attend the Annual Meeting)

**District Staff:** Nikki Drake, Jonathan Ferbrache, Molly Gilleland, Chris Holt, Josh Troyer, Lauren Vires

**NRCS Staff:** David Libben

**Others:** Cody Hacker, ODA Program Specialist

Prior to the September board meeting this evening, the Annual Meeting of Fairfield SWCD was held from 5:30 – 7:30 p.m. It was held as an open house with food truck (DaQue) available. A ribbon cutting ceremony was conducted at 6 p.m. with the Lancaster Fairfield County Chamber of Commerce as part of our 80<sup>th</sup> anniversary. Dr. Aaron Wilson, an Assistant Professor, Ag Weather and Climate Field Specialist with OSU Extension in the College of Food, Agricultural, and Environmental Sciences with OSU gave a presentation on the effects of climate change on Ohio weather. Awards were given out to the following: Cathy Jerbic – 2022 Conservation Partner of the Year Award; 2022 Cooperator Awards to John Hutton (not in attendance) and Lee Kohler (Marodore Farm); Adam Philpott & Adam Salberg (not in attendance) with Pickerington High School – 2022 Conservation Educator of the Year Award and was presented by past employee Tommy Springer. Cody Hacker conducted the election.

Meeting called to order at 7:39 p.m. by Chair Gregg Pontius.

**Approval of minutes of August 10, 2023, Board Meeting**

Motion: Linda Second: Doug All in favor

**Approval of financial report for August 1 - 31, 2023**

Motion: Linda Second: Doug All in favor

RECEIPTS

Star Ohio – interest (July)	\$ 2,158.54	Dist. Fund
Sales tax collected	7.41	“ “
Mark Sells – fee to rent no-till drill (exempt)	46.84	“ “
Gregg Bachman – fee to rent no-till seeder (exempt)	46.84	“ “
2 plat books sold	37.48	“ “
Sean Gorby – rental of no-till drill (5.2 acres)	62.40	“ “
David Plummer – drill fee & rental (13.1 acres) exempt	204.04	“ “
100 flags sold	10.00	“ “
Village of Lithopolis – subdivision inspections (Wagnalls, Stone City & Zwayer)	4,475.70	“ “
Al Dolder Jr. – tile plan design fee (19-LIB-23)	100.00	“ “
Bachman – no-till seeder rental (31.7 acres) exempt	380.40	“ “
Joe Shafer – fee to rent no-till seeder (exempt)	46.84	“ “
Jim Jepsen – tile plan design fee (20-BLO-23)	<u>100.00</u>	“ “
	<b>Total Receipts District Fund \$7,676.49</b>	
ODA – Qtr. 1 state match payment	\$ 71,995.00	Spec. Fund
	<b>Total Receipts Special Fund \$71,995.00</b>	

BILLS

USPS – Ck#5593 – postage to mail August Fairfield Features newsletter	\$ 311.00	Dist. Fund
Ohio Dept. of Taxation – ACH via Ohio Business Gateway – sales tax owed for 1/1 – 6/30/23 (paid on 7/11/23)	415.42	“ “
ODA – Ck#5594 – pesticide license renewal (business & 2 staff – JF & CL)	105.00	“ “

Scioto Sign Co. Inc. – Ck#5595 – 2 cooperator of the year award signs	57.39	“	“
Verdantas – Ck#5596 – soil testing at South Central Power solar site thru 7/28/23	4,456.25	“	“
Verizon Wireless – Ck#5597 – mthly wireless bill (\$272.33 urban;\$91.56 TSP)	363.89	“	“
Delaney Moore – Ck#5598 – 1 <sup>st</sup> payment for being a college scholarship recipient	500.00	“	“
Alloway – Ck#5599 – Buckeye Lake Watershed testing	492.00	“	“
Sophia Haughn – Ck#5600 – 1 <sup>st</sup> payment for being a college scholarship recipient	<u>500.00</u>	“	“
<b>Total Expenses District Fund \$7,200.95</b>			

Salaries (8/11 & 8/25) with \$4,750 in service credit recognition	L-1	36,328.99	Spec.Fund
OT, Overtime		366.53	“ “
Health Insurance	L-13	7,809.92	“ “
Life Insurance	L-13	19.95	“ “
Medicare	L-12a	509.44	“ “
PERS	L-11	<u>4,472.36</u>	“ “
<b>Total Salaries &amp; Benefits \$49,507.19</b>			

BW Tire Pickerington – PO#5834 - 2017 Dodge RAM repairs (solenoid)	L-4	952.90	Spec. Fund
Keytel Systems – PO#5931 – battery backup for computer server	L-3	239.30	“ “
Treasurer of State of Ohio – PO#5934 – Agreed Upon Procedure Audit of 2021 & 2022 (6/27-7/15/23)	L-5	49.20	“ “
North End Press – PO#5946 – August newsletter printing	L-10	1,630.60	“ “
Vinton Co. National Bank – PO#6086 – Visa (2 foldable chairs & file folders purchased from Amazon)	L-2	250.37	“ “
Vinton Co. National Bank – PO#6087 – Visa (6 staff to State of the County on 8/22; J. Troyer reg. to 2023 OH GIS Conference on 9/11-9/13; L. Vires reg. to two Ohio Woodland Stewards events on 8/18 & 8/24)	L-9	569.00	“ “
USPS – PO#6091 – 200 first class stamps (\$.66/ea.)	L-2	132.00	“ “
BW Tire Pickerington – PO#6318 – Honda Element (rear brake pads & rotors, calipers)	L-4	684.37	“ “
BW Tire Pickerington – PO#6319 – Honda Element (front brake pads & rotors, calipers & oil change)	L-4	<u>600.61</u>	“ “
<b>Total Expenses Special Fund (Purchase Orders) \$5,108.35</b>			

NOTE: An adjustment was made to Workers Compensation in the amount of \$14.69, this was added to the appropriation balance but not cash balance.

**BLANKET PURCHASE ORDERS**

WEX Bank – Blanket PO#375	L-2		
8/8 Monthly fuel bill		\$452.95	
			<i>Current Balance \$73.41</i>
Charter Communications – Blanket PO#5035	L-5		
8/8 Monthly internet service		\$124.98	
			<i>Current Balance \$499.92</i>

**DISTRICT FUND BALANCES AS OF 8/31/23**

\$627,506.68	Total balance in District Account
	\$481,216.80 - Balance in Star Ohio
	\$146,289.88 - Balance in District Checking Account
\$386,844.59	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) <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 – **Committed Funds**  
 \$80,616.05 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**  
 \$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$240,662.09 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$35.00

Ending Balance \$15.51

RECEIPTS

None

BILLS

4 newsletters returned at \$1.63 ea.	\$ 6.52
5 newsletters returned at \$1.63 ea.	8.15
1 newsletter returned	1.63
1 newsletter returned	.78
1 newsletter returned	1.63
1 newsletter returned	.78
	\$ 19.49

SPECIAL FUND BALANCES AS OF 8/31/23:

Balance in Budgeted Appropriation Account - \$271,994.42

Balance in Special Account – \$429,949.32 (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 \$138,128.21	L-11 PERS \$22,232.65
L-2 Supplies \$6,557.92	L-12 Worker’s Comp. \$3,420.91
L-3 Equipment \$5,008.41	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$1,680.43	L-12a Medicare \$2,465.36
L-5 Contract Services \$13,445.74	L-13 Health Insurance \$52,774.10
L-6 Rentals/Lease \$0	L-13 Life Insurance \$158.95
L-7 Specialized Services \$4,900.00	Vacation Payout \$8,231.00
L-8 Scholarship \$0	Overtime, OT \$9,300.69
L-9 Travel Reimbursement \$944.20	Comp Payout \$0
L-10 Advertising & Printing \$2,735.85	

**Vacation, Sick & Comp Leave Balances (as of 8/25/23)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1675.69	591.6662	20.03	24	0
Jonathan Ferbrache	532.45	452.87	2.14	10	0
Molly Gilleland	80.05	24.722	8.38	24	0
Christina Holt	1251.88	536.056	2.27	15.5	0
Chad Lucht	2783.26	581.228	3.04	32	29.5
Josh Troyer	405.72	202.47	.88	16	0
Lauren Vires	22.54	15.20816	23.75	24	0

# “Dedicated Conservation Fund”

Vinton County National Bank

**RECEIPTS**

Vinton Co. National Bank – checking account interest (July)

\$ 105.88

**BILLS**

None

**DEDICATED CONSERVATION FUND BALANCE AS OF 8/31/23:**

\$249,447.47 Total Cash Balance  
 \$3,919.62 - 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 August 2023

<b>SPECIAL FUND - Cash Balance</b>	
<b>Beg. Balance 8/1/23</b>	\$ 412,569.86
Receipts	\$ 71,995.00
Expenses	\$ 5,108.35
Salaries & Benefits	\$ 49,507.19
<b>End Balance 8/31/23</b>	<b>\$ 429,949.32</b>

<b>DISTRICT CHECKING ACCOUNT - District Fund</b>	
<b>Beg. Balance 8/1/23</b>	\$ 147,972.88
Receipts	\$ 5,517.95
Expenses	\$ 7,200.95
<b>End Balance 8/31/23</b>	<b>\$ 146,289.88</b>

<b>SPECIAL FUND - Budget Appropriations</b>	
<b>Beg. Balance 8/1/23</b>	\$ 326,595.27
Expenses	\$ 5,108.35
Salaries & Benefits	\$ 49,507.19
Adjustment-Workers Comp.	\$ 14.69
<b>End Balance 8/31/23</b>	<b>\$ 271,994.42</b>

<b>DEDICATED CONSERVATION FUND - District Fund</b>	
<b>Beg. Balance 8/1/23</b>	\$ 249,341.59
Receipts	\$ 105.88
Expenses	\$ -
<b>End Balance 8/31/23</b>	<b>\$ 249,447.47</b>

<b>STAR OHIO - District Fund</b>	
<b>Beg. Balance 8/1/23</b>	\$ 479,058.26
Receipts	\$ 2,158.54
Expenses	\$ -
<b>End Balance 8/31/23</b>	<b>\$ 481,216.80</b>

Cody Hacker, ODA Program Specialist, discussed state match which was around 91% for 2023/2024; however, Fairfield SWCD was around 86% due to being a higher funded district.

There were no standing committee reports.

Dave gave the NRCS report. CSP payments will be processed in November. Rebecca Foley has resigned her position. Dana Raines is an ACES (Agricultural Conservation Experience Services) employee who is working part-time and works on Mondays and Tuesdays.

An agreement from USGS for the LoCas stream gauge on Sycamore Creek was received for the period of October 1, 2023, through September 30, 2024, and the annual cost went from \$1,500 to \$2,000 due to rising costs. USGS will have one of their employees visit Pickerington schools to discuss stream hydrology.

**Motion to approve the USGS LoCas annual maintenance costs in the amount of \$2,000.**

Motion: Doug    Second: Linda    All in favor

Lauren Vires would like to attend the 2<sup>nd</sup> OFSWCD Educators Workshop that will be held at Hueston Woods Lodge and Conference Center in November. It is over 50 miles of travel, and she would like to do lodging which is \$98/night and would be up to a 2-night stay.

**Motion to approve Lauren Vires to stay up to two nights at the Educators Workshop at Hueston Woods.**

Motion: Linda    Second: Doug    All in favor

**Motion to adjourn at 7:55 p.m.**

Motion: Linda    Second: Doug    All in favor

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Gregg Pontius, Chair

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Amber Hoisington, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator