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

Date: January 11, 2024

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

Board of Supervisors in attendance: Amber Hoisington, Doug Tenney, Gregg Pontius

Linda Claypool and Cheyenne Erb (not yet sworn in) were unable to attend.

District Staff: Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht, Molly Gilleland, Josh Troyer, Lauren

Vires

NRCS Staff: Dave Libben

Board member Gregg Pontius was sworn into his second term by Senator Tim Schaffer prior to the board meeting.

Meeting called to order at 5:37 p.m. by Gregg Pontius (previous year's Chair).

The Board reorganization took place. Gregg opened nominations for Chair. Amber Hoisington made a motion to nominate Gregg Pontius for Chair. Gregg nominated Doug Tenney for Chair. After discussion, Gregg withdrew himself for chair. Amber moved to close nominations for Chair. Doug Tenney seconded. A roll call vote was taken: all in favor. Motion carried. Doug Tenney was elected Board Chair for 2024.

Doug opened nominations for Vice-Chair. Amber made a motion to nominate Gregg for Vice-Chair. Gregg seconded. Amber moved to close nominations for Vice-Chair. Gregg seconded. A roll call vote was taken: all in favor. Motion carried. Gregg Pontius was elected Board Vice-Chair for 2024.

Doug opened nominations for Treasurer. Amber made a motion to nominate Linda Claypool as Treasurer. Gregg seconded. Gregg moved to close nominations for Treasurer. Amber seconded. A roll call vote was taken: all in favor. Motion carried. Linda Claypool was elected Board Treasurer-Fiscal Agent for 2024.

Doug opened nominations for Secretary. *Gregg made a motion to nominate Amber as Secretary. Amber seconded. Gregg moved to close nominations for Secretary. Amber seconded. A roll call vote was taken: all in favor.* Motion carried. Amber Hoisington was elected Board Secretary for 2024.

Therefore, the 2024 Board positions are as follows:

Chair – Doug Tenney Vice-Chair – Gregg Pontius Treasurer-Fiscal Agent – Linda Claypool Secretary – Amber Hoisington Member – Cheyenne Erb

Approval of minutes of December 14, 2023, Board Meeting & Records Commission Meeting

Motion: Gregg Second: Amber All in favor

Approval of financial report for December 1 - 31, 2023

Motion: Gregg Second: Amber All in favor

RECEIPTS

Star Ohio – interest (November)	\$ 2,233.99	Dist.	Fund
Miller Ditching – 2024 affiliate membership	75.00	"	"
Pappy's Feed Store – 2024 affiliate membership	75.00	"	"
Law Office of Carrie Lott - 2024 affiliate membership	75.00	"	"
Ruffs Agri-Servies - 2024 affiliate membership	75.00	"	"

Total Receipts District Fund \$10,318.99

Total Receipts Distri	ct I ullu	φ10,510.77			
BILLS					
Verizon Wireless – Ck#5614 – mthly wireless bill (\$206.09 urban;\$91.84	TSP)	\$ 297.93	Dist.	Fund	
Pickerington Area Chamber of Commerce – Ck#5615 – membership ren		175.00	"	"	
Alloway – Ck#5616 – Buckeye Lake Watershed testing		246.00	"	"	
U.S.P.S. – Ck#5617 – postage to mail December newsletter		309.57	"	66	
Fairfield Federal Savings & Loan – Ck#5618 – renewal of safe deposit b	OX	30.00	"	"	
Lancaster Fairfield County Chamber of Commerce – Ck#5619 – member renewal (1 year)	rship	300.00	"	"	
Ohio Department of Agriculture – Ck#5620 – dealer in nursery stock per	mit	125.00	"	"	
Total Expenses Distr		\$1,483.50			
				_	
Salaries (12/1, 12/15 & 12/29)	L-1	48,969.89	Spec.	Fund."	
OT, Overtime		22.48	"	"	
Vacation Payout	T 10	6,049.60	"	"	
Health Insurance		14,835.30	"	"	
Life Insurance	L-13	19.95	"	"	
Medicare	L-12a		"	"	
PERS Total Salaries & 1	L-11 Renefits	6,858.93 \$77 512 33			
Total Salaries & I	Deficites	φ11,012.00			
North End Press – PO#7846 – December newsletter	L-10	\$1,630.60	Spec.	Fund	
Office Mart – PO#7848 – misc. supplies	L-2	275.08	- "	"	
BW Tire Pickerington – PO#7849 – oil change & tire rotation on 2015 G	MC L-4	39.95	"	66	
U.S.P.S. – PO#7890 – stamps (220-\$.66; 160-\$.51; 40-\$.24)	L-2	236.40	"	66	
WEX Bank – added to blanket PO#6609	L-2	96.80	"	"	
COMDOC – PO#8004 – copier maintenance base agreement (12/3/23-3/2/24) and excess color copies (9/3-12/2/23)	L-4	359.13	"	"	
Vinton Co. National Bank – PO#8006 – Visa bill (3 staff/1 board member	r L-9	84.89	"	"	
Reg. to Area 5 Winter Mtg.; tax credit for L. Vires hotel stay at training event)					
Total Expenses Special Fund (Purchase	Orders)	\$2,722.85			
BLANKET PURCHASE ORDERS					
WEX Bank – Blanket PO#6609	L-2				
12/8 Monthly fuel bill	L-2	\$25	7 23		
12/0 Worlding fact offi	Cur	rent Balanc			
	Citi	i citt Betterite	υ φυ		
Charter Communications – Blanket PO#5035	L-5				
12/8 Monthly internet service		\$12	4.98		
	rent Balanc	e \$0			
DIGEDICE TWO DAY ANGES AS OF 10 101 100					
DISTRICT FUND BALANCES AS OF 12/31/23					
\$690,014.76 Total balance in District Account					
\$490,175.25 - Balance in Star Ohio					
\$199,839.51 - Balance in District Checking Account					
\$391,840.79 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) Restricted Funds					
(Any unused amount is returned) K \$26.81 – Land Lab Funds (Quail Unlimited donati			1		
\$17,800.00 – Farmland Preservation Stewardship	,	_			

\$76,906.19 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds** \$97,044.70 - Contingent Staff Liabilities (Unemployment–25% of prior year's

\$298,173.97 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$35.00 Ending Balance \$28.69

RECEIPTS

None

BILLS

1 newsletter returned \$ 1.63 6 newsletters returned at \$.78/ea. \$ 4.68 6.31

SPECIAL FUND BALANCES AS OF 12/31/23:

Balance in Budgeted Appropriation Account - \$31,043.19 Balance in Special Account - \$299,772.97 (Actual Cash)

2023/2024 STATE MATCH

Amount allocated - \$287,981.00 Received to date - \$143,990.00 Outstanding balance (to be received in 2023/2024) - \$143,991.00

Special Fund Account Balances

L-1 Salaries \$254.11	L-11 PERS \$1,646.06
L-2 Supplies \$3,473.64	L-12 Worker's Comp. \$3,418.32
L-3 Equipment \$870.44	L-12a Unemployment \$10.00
L-4 Repair & Maintenance \$450.64	L-12a Medicare \$344.43
1.50	T 10 II 11 I 00 500 04

L-5 Contract Services \$6,037.74

L-13 Health Insurance \$3,509.04

L-6 Rentals/Lease \$0

L-13 Life Insurance \$79.15

Vacation Payout \$2,181.40

L-8 Scholarship \$0 Vacation Payout \$2,181.4

Overtime, OT \$7,377.38

L-9 Travel Reimbursement \$503.24 Comp Payout \$0

L-10 Advertising & Printing \$887.60

Vacation, Sick & Comp Leave Balances (as of 12/29/23)

	Sick Leave	Vacation Leave	Comp Leave	Personal Leave	Personal Wellness
Nikki Drake	1717.09	487.7522	.03	0	0
Jonathan Ferbrache	548.35	424.456	.14	0	0
Molly Gilleland	54.2	43.158	.13	0	0
Christina Holt	1289.78	561.142	.02	0	0
Chad Lucht	2770.16	512.064	.04	0	48
Josh Troyer	418.37	216.87	2.88	0	0
Lauren Vires	63.94	43.14416	22.25	0	0

"Dedicated Conservation Fund"

Vinton County National Bank

RECEIPTS

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

\$ 102.64

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/23:

\$249,864.62 Total Cash Balance

\$4,336.77 - 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 December 2023

SPECIAL FUND - Cash Balance			DISTRICT CHECKING ACCOUNT - District Fund			
Beg. Balance 12/1/23	\$	380,008.15	Beg. Balance 12/1/23	\$	193,238.01	
Receipts	\$	-	Receipts	\$	8,085.00	
Expenses	\$	2,722.85	Expenses	\$	1,483.50	
Salaries & Benefits	\$	77,512.33	End Balance 12/31/23	\$	199,839.51	
End Balance 12/31/23	\$	299,772.97				

SPECIAL FUND - Budget Appropriations					
Beg. Balance 12/1/23	\$	111,278.37			
Expenses	\$	2,722.85			
Salaries & Benefits	\$	77,512.33			
End Ralance 12/31/23	\$	31 043 19			

DEDICATED CONSERVATION FUND - District Fund				
Beg. Balance 12/1/23	\$	249,761.98		
Receipts	\$	102.64		
Expenses	\$	-		
End Balance 12/31/23	\$	249,864.62		
End Balance 12/31/23	\$	249,864.62		

STAR OHIO - District Fund				
Beg. Balance 12/1/23	\$	487,941.26		
Receipts	\$	2,233.99		
Expenses	\$	-		
End Balance 12/31/23	\$	490,175.25		

There were no public comments.

The nominating committee for 2024 was discussed. Doug appointed Amber as Chair of the nominating committee. Amber will select two individuals to join her on the committee.

Dave gave the NRCS Report. A new Soil Conservationist, Torrance Corbin, will start with NRCS on January 16. They are currently taking new applications for EQIP (Environmental Quality Incentives Program) with a deadline of February 16. CRP (Conservation Reserve Program) sign-up is available again.

The Ohio Ethics Law was reviewed along with list of all MOUs. The Ohio Ethics Law is usually part of new supervisor training and is kept as part of the SWCD employment policy.

The Operational Policy Book was discussed and reviewed.

Approval of 2024 Operational Policy Book

Motion: Gregg Second: Amber All in favor

There were no changes to the Employment Policy for 2024.

Approve the Employment Policy for 2024.

Motion: Amber Second: Gregg All in favor

Nikki discussed the changes made last year to who are signers on bank accounts.

Approve Nikki Drake, Christina Holt and Chad Lucht as signers on all bank accounts.

Motion: Gregg Second: Amber All in favor

The health insurance waiver rate for 2024 was discussed. Employees that elect not to take health care coverage due to having coverage through someone else are eligible for this. Health Insurance rates did not change enough to change the rates for 2024.

Approve Health Insurance Waiver Rate of \$3,000 family & \$1,200 single for 2024.

Motion: Gregg Second: Amber All in favor

The 2024 Board Meeting schedule was discussed. All meetings are currently scheduled for the 2nd Thursday of each month, with the exception of October.

Approve the 2024 FSWCD Board Meeting Schedule.

Motion: Amber Second: Gregg All in favor

The Board needs to appoint a designee for Public Records.

Approve to designate Christina Holt as the Board's representative for Open Public Records Training

Motion: Gregg Second: Amber All in favor

Chad explained that with the hiring of an additional employee, there is a need for another vehicle. There were two trucks on the state bid list (Ford Maverick and F-150). He received quotes for these two trucks from Bob-Boyd. There was concern that the Maverick would be too small. It was suggested to look at a ¾ ton truck.

Approve the purchase of a new truck, not to exceed \$55,000.

Motion: Gregg Second: Amber All in favor

Chad discussed the need for a standalone computer strictly used to process data collected from drone flights. Currently, this is being done on Chad's computer and he is noticing that his computer does not have the ability to process the data and the office work he is doing at the same time. This new computer would allow multiple users to access it remotely. Chad and Josh worked together to build a computer that should be suitable for several years, at a cost of \$3,846.13 from Keytel.

Approve the purchase of a new computer not to exceed \$3,900.

Motion: Gregg Second: Amber All in favor

Chad discussed the job description for the new position, Urban/Geomatic Technician. This position will do both urban and GIS/GPS work. He discussed the time table on hiring.

Approve the job description for the new Urban/Geomatic Technician.

Motion: Gregg Second: Amber All in favor

Nikki discussed	the OFSWCD F	artnership	p Meeting being held on January 23 and 24 in Columbus. The agenda				
was reviewed. Most staff will be attending this meeting. Gregg and Doug decided to attend on January 23.							
Motion to a	djourn at 6:33	p.m.					
Motion: Da	vid Second:	Linda	All in favor				

Amber Hoisington, Secretary

Minutes & Financial Report by:

Doug Tenney, Chair

Christina Holt, Fiscal Coordinator