

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

Date: August 8, 2024

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

Board of Supervisors in attendance: Linda Claypool, Cheyenne Erb, Gregg Pontius, and Doug Tenney
Amber Hoisington was unable to attend.

District Staff: Nikki Drake, Jonathan Ferbrache, Molly Gilleland, Chris Holt, Chad Lucht, Margaret Roberts, and Lauren Vires

NRCS Staff: Dave Libben

Prior to the meeting, staff & board members in attendance watched a video on Fraud Reporting & Training, which is required for all Ohio public employees.

Meeting called to order at 5:12 p.m. by Chair Doug Tenney.

Approval of minutes of July 11, 2024, Board Meeting

Motion: Gregg Second: Linda All in favor

Approval of financial report for July 1 - 31, 2024

Motion: Gregg Second: Linda All in favor

RECEIPTS

Star Ohio – interest (June)	\$ 2,251.59	Dist. Fund
Kevin Kempton – fee to rent no-till drill (exempt)	46.84	“ “
M/I Homes of Central OH – sediment & erosion control inspection fees (Heron Crossing)	6,900.00	“ “
Donley Homes Inc. – sediment & erosion control inspection fees (Meadowmoore Reserve, Section 3)	8,500.00	“ “
Kevin Kempton – drill rental (6.6 acres) exempt	79.20	“ “
100 flags sold	10.00	“ “
Greg Foulks – drill rental balance & interest on past due account (exempt)	7.38	“ “
Chris Brandt – tile plan design fee (3-LIB-24)	100.00	“ “
Blaine Davidson – tree planter rental (exempt)	28.10	“ “
Copies sold	3.00	“ “
Sales tax collected	.20	“ “
Greg Waidelich – tile plan design fee (8-AMA-24)	<u>100.00</u>	“ “
Total Receipts District Fund \$18,026.31		
Reincumbered – Keytel Systems – PO#4657 – remaining after computer invoice	\$ 524.02	Spec. Fund
Total Receipts Special Fund \$524.02		

BILLS

Millersport Agri Service – Ck#5649 – repairs to no-till seeder	\$ 531.94	Dist. Fund
Verizon Wireless – Ck#5650 – monthly bill (\$288.68 urban; \$92.10 TSP)	380.78	“ “
Ohio Dept. of Taxation via Ohio Business Gateway – ACH – sales tax owed for 1/1/24 – 6/30/24	317.41	“ “
Ink My Logo – Ck#5651 – name badges for M. Roberts & C. Erb	42.55	“ “
Rosemary Beiter – Ck#5652 – 1 st college scholarship payment	500.00	“ “
Rachel Weaver – Ck#5653 – 1 st college scholarship payment	500.00	“ “
Vinton Co. National Bank – Ck#5654 – Visa (earth camp supplies; trailer battery)	125.28	“ “
Lacie Bachman – Ck#5655 – 1 st college scholarship payment	<u>500.00</u>	“ “
Total Expenses District Fund \$2,897.96		

Salaries (7/12 & 7/26)	L-1	37,411.85	Spec.Fund
Health Insurance	L-13	9,890.20	“ “
Life Insurance	L-13	19.95	“ “
Medicare	L-12a	514.38	“ “
PERS	L-11	<u>5,237.64</u>	“ “
Total Salaries & Benefits \$53,074.02			
WEX Bank – added to blanket PO#0907 – fuel bills	L-2	\$1,500.00	Spec. Fund
Vinton Co. National Bank – PO#5562 – Visa (file folders purchased at Office Max)	L-2	56.98	“ “
MASI Laboratories – PO#5563 – MS4 water testing	L-5	41.05	“ “
Vinton Co. National Bank – PO#5571 – Visa (J. Ferbrache registration to C.O.L.T. 2024 Annual Conference on June 28)	L-9	50.00	“ “
Vinton Co. National Bank – PO#5572 – Visa (GoDaddy WordPress Design Service with hosting; build fee & marketing services)	L-5	4,726.30	“ “
Alloway – PO#5645 – Buckeye Lake Watershed testing	L-5	246.00	“ “
USPS – PO#5648 – 120 first class stamps	L-2	87.60	“ “
Precision Laser & Instrument – PO#5677 – GPS unit door bracket for truck door	L-3	867.02	“ “
USGS – LoCas site Sycamore Creek 10/1/23 – 9/30/24	L-5	<u>2,000.00</u>	“ “
Total Expenses Special Fund (Purchase Orders) \$9,574.95			

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2		
7/8 Monthly fuel bill		\$672.21	
		<i>Current Balance \$1,424.99</i>	
Charter Communications – Blanket PO#5122	L-5		
7/8 Monthly internet service		\$124.98	
		<i>Current Balance \$624.90</i>	

DISTRICT FUND BALANCES AS OF 7/31/24

\$705,120.66	Total balance in District Account	
	\$506,081.61 - Balance in Star Ohio	
	\$199,039.05 - Balance in District Checking Account	
\$440,703.10	Amount to be used only for the following programs/grants/etc.:	
	\$233,546.59 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned) Restricted Funds	
	\$26.81 – Land Lab Funds (Quail Unlimited donation) Assigned Funds	
	\$500.00 – Donation for Sycamore Creek from Cathy Jerbic	
	\$24,200.00 – Farmland Preservation Stewardship Fund – Committed Funds	
	\$80,787.43 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$264,417.56	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$33.32
Ending Balance \$33.32

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 7/31/24:

Balance in Budgeted Appropriation Account - \$364,041.04

Balance in Special Account – \$358,891.33 (Actual Cash)

2023/2024 STATE MATCH

Amount allocated - \$287,981.00

Outstanding balance (to be received in 2023/2024) - \$0

Received to date - \$287,981.00

Special Fund Account Balances

L-1 Salaries \$211,443.48

L-2 Supplies \$2,650.56

L-3 Equipment \$868.09

L-4 Repair & Maintenance \$4,896.14

L-5 Contract Services \$9,073.94

L-6 Rentals/Lease \$0

L-7 Specialized Services \$5,300.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$1,571.00

L-10 Advertising & Printing \$4,126.83

L-11 PERS \$31,385.16

L-12 Worker’s Comp. \$4,186.74

L-12a Unemployment \$10.00

L-12a Medicare \$3,620.25

L-13 Health Insurance \$75,823.50

L-13 Life Insurance \$140.35

Vacation Payout \$8,945.00

Vacation, Sick & Comp Leave Balances (as of 7/26/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1782.59	599.8122	14.28	24.75	0
Jonathan Ferbrache	561.60	420.016	5.39	2.5	0
Molly Gilleland	86.95	23.718	15.13	32	0
Christina Holt	1358.78	542.952	14.64	32	0
Chad Lucht	2832.66	512.624	1.42	31	22.75
Margaret Roberts	23	15.520	5	24	0
Josh Troyer	0	0	0	0	0
Lauren Vires	113.94	58.4556	13.88	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 95.53

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/24:

\$249,161.76 Total Cash Balance

\$5,057.26 - Interest Earned

\$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**

\$23,156.68 – Pesticide Application **Assigned Funds (changed from Committed – per Audit)**

\$82,376.38 – Engineering Program Funds **Committed Funds**

\$123,654.07 - Urban Program Funds **Committed Funds**

Account Balances for July 2024

SPECIAL FUND - Cash Balance	
Beg. Balance 7/1/24	\$ 421,016.28
Receipts	\$ 524.02
Expenses	\$ 9,574.95
Salaries & Benefits	\$ 53,074.02
End Balance 7/31/24	\$ 358,891.33

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 7/1/24	\$ 186,162.29
Receipts	\$ 15,774.72
Expenses	\$ 2,897.96
End Balance 7/31/24	\$ 199,039.05

SPECIAL FUND - Budget Appropriations	
Beg. Balance 7/1/24	\$ 426,165.99
Expenses	\$ 9,574.95
Salaries & Benefits	\$ 53,074.02
Receipts	\$ 524.02
End Balance 7/31/24	\$ 364,041.04

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 7/1/24	\$ 249,066.23
Receipts	\$ 95.53
Expenses	\$ -
End Balance 7/31/24	\$ 249,161.76

STAR OHIO - District Fund	
Beg. Balance 7/1/24	\$ 503,830.02
Receipts	\$ 2,251.59
Expenses	\$ -
End Balance 7/31/24	\$ 506,081.61

There were no public comments.

Annual Meeting was discussed. Gregg agreed to be the emcee.

(Cheyenne joined the meeting at 5:15 p.m.)

Dave gave the NRCS report. They currently have 31 obligated EQIP contracts, with around \$375,000 in funding. There will be a soil health field day at the Farm Science Review site on August 15th.

The 2024 Annual Plan of Work was reviewed (mailed out in board packet).

The response letter from the County Commissioners was discussed. Jonathan gave an update on the Eastern Cottontail solar project in Walnut Township, which officially filed with the Ohio Power Siting Board last Wednesday, July 31st. The information has been downloaded, and we are in the process of reviewing it. There was much discussion.

Motion to go into executive session to discuss personnel at 5:47 p.m.

Motion: Gregg Second: Linda

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

Motion to come out of executive session at 6:10 p.m.

Motion: Linda Second: Gregg

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

The county presented us with a draft compensation plan schedule with an effective date of September 7, 2024. Minimums and maximums increased as follows in the classes our staff are in: 4 & 5 are up 10%, 7 & 9 are up 6%. This would result in the Urban/Geomatic Technician position receiving an approximate 10% increase, placing that pay over other staff, and surpassing the salary budgeted.

Move Urban/Geomatic Technician from class 5 to 4 at the new minimum \$20.01/hour (\$0.03/hr. increase for Margaret Roberts) pending county adoption of draft the comp plan effective 9/7/24.

Motion: Cheyenne Second: Gregg All in favor: Yes

This is an opportunity to move Urban Manager Chad Lucht as he is now supervising two urban staff (continuing the conversation Nikki started with County HR in March of 2023).

Motion to request Urban Manager position move from county comp plan class 7 to 8 in the updated comp plan (no increase in pay).

Motion: Cheyenne Second: Gregg All in favor: Yes

Nikki and Chad will be interviewing three of the five Engineering Technician applicants on Tuesday, August 13. Due to timing, she would rather not wait until the next board meeting for approval to hire. One applicant has experience in this position in a neighboring county.

Motion to approve hiring an Engineering Technician at a not to exceed salary of \$23.00 per hour.

Motion: Linda Second: Cheyenne All in favor: Yes

As a result of the above motions, employment policy changes and updates to Urban Manager Chad Lucht's job description need to be made:

- If these are approved by the county, classes under position titles will need updated in the employment policy on page 39.
- On page 48 of employment policy, it should state that the Urban Manager performs annual review for Urban/Geomatic Technician.
- Chad Lucht's job description:
 - Essential Functions - first two bullets should read *other urban staff* in place of Urban/Resource Technician for supervising day-to-day operations and workload, conducts reviews, and leave approvals
 - Other Duties & Responsibilities – add *Serve as back up in District Manager's absence, unless otherwise directed by board*
 - Positions Supervised - add *Urban/Geomatic Technician*

Motion to approve Personnel Policy Manual Changes and updates to Urban Manager Chad Lucht's job description.

Motion: Linda Second: Cheyenne All in favor: Yes

Motion to adjourn at 6:15 p.m.

Motion: Linda Second: Cheyenne All in favor: Yes

Doug Tenney, Chair

Gregg Pontius, Vice-Chair

Financial Report & Minutes by:

Executive Session Minutes by:

Christina Holt, Fiscal Coordinator

S. Nikki Drake, District Manager