

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

Date: February 8, 2024

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

Board of Supervisors in attendance: Linda Claypool, Cheyenne Erb, Amber Hoisington, Gregg Pontius, Doug Tenney

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

Others in Attendance: Cody Hacker, Lead Program Specialist with ODA

Board member Cheyenne Erb was sworn into her first term by Vice-Chair Gregg Pontius prior to the board meeting.

Meeting called to order at 5:02 p.m. by Chair Doug Tenney.

Approval of minutes of January 11, 2024, Board Meeting

Motion: Gregg Second: Linda All in favor

Approval of financial report for January 1 - 31, 2024

Motion: Linda Second: Amber All in favor

RECEIPTS

Star Ohio – interest (December)	\$ 2,320.66	Dist. Fund
Sales tax collected	3.04	“ “
3 wildlife packets sold	45.00	“ “
Aaron Kull – 2 affiliate memberships for 2024	150.00	“ “
Dave Cain Excavating – 2024 affiliate membership	<u>75.00</u>	“ “
Total Receipts District Fund	\$2,593.70	
County appropriation – 1 st half allocation	\$ 173,400.00	Spec. Fund
ODA, Soil & Water Conservation – Qtr. 3 state match payment	<u>71,995.00</u>	“ “
Total Receipts Special Fund	\$245,395.00	

BILLS

Hannah Saum – Ck#5621 – 2 nd payment of college scholarship	\$ 500.00	Dist. Fund
Sophia Haugh – Ck#5622 – 2 nd payment of college scholarship	500.00	“ “
Delaney Moore – Ck#5623 – 2 nd payment of college scholarship	500.00	“ “
Nextel Communications – Ck#5624 – mthly wireless bill (\$374.05 urban; \$91.84 TSP)	465.89	“ “
Ohio Dept. of Taxation via Ohio Business Gateway – ACH – sales tax due for period of 7/1-12/31/23	28.33	“ “
Fairfield County Junior Leaders – Ck#5625 – 4 ft. bench to put at Fairfield County Fairgrounds	440.00	“ “
Fairfield Federal S&L – Ck#5626 – safe deposit box fee for 1 year (Ck#5618 mailed on 12/12/23 was never received)	30.00	“ “
Quality Affordable Transmission – Ck#5627 – rebuild transmission on 2015 GMC Sierra (DCF funds)	<u>3,760.00</u>	“ “
Total Expenses District Fund	\$6,224.22	

Salaries (1/12 & 1/26)	L-1 34,965.06	Spec.Fund
Health Insurance	L-13 9,890.20	“ “
Life Insurance	L-13 19.95	“ “

SPECIAL FUND BALANCES AS OF 1/31/24:

Balance in Budgeted Appropriation Account - \$743,849.37

Balance in Special Account – \$484,542.34 (Actual Cash)

2023/2024 STATE MATCH

Amount allocated - \$287,981.00

Outstanding balance (to be received in 2023/2024) - \$71,996.00

Received to date - \$215,985.00

Special Fund Account Balances

L-1 Salaries \$455,734.94	L-10 Advertising & Printing \$6,000.00
L-2 Supplies \$5,832.59	L-11 PERS \$63,415.90
L-3 Equipment \$7,153.87	L-12 Worker’s Comp. \$7,350.00
L-4 Repair & Maintenance \$6,036.50	L-12a Unemployment \$10.00
L-5 Contract Services \$26,767.62	L-12a Medicare \$6,755.10
L-6 Rentals/Lease \$0	L-13 Health Insurance \$140,109.80
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$260.05
L-8 Scholarship \$50.00	Vacation Payout \$8,945.00
L-9 Travel Reimbursement \$4,128.00	

Vacation, Sick & Comp Leave Balances (as of 1/26/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1726.29	503.1602	5.66	32	0
Jonathan Ferbrache	545.05	431.864	.14	32	0
Molly Gilleland	56.65	36.866	.13	32	0
Christina Holt	1298.98	572.55	1.52	32	0
Chad Lucht	2779.11	527.472	6.79	32	45.25
Josh Troyer	427.57	226.07	11.13	32	0
Lauren Vires	73.14	49.3536	23.38	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 99.26

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/24:

\$249,963.88 Total Cash Balance
 \$4,436.03 - 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 January 2024

SPECIAL FUND - Cash Balance	
Beg. Balance 1/1/24	\$ 299,772.97
Receipts	\$ 245,395.00
Expenses	\$ 10,481.42
Salaries & Benefits	\$ 50,144.21
End Balance 1/31/24	\$ 484,542.34

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 1/1/24	\$ 199,839.51
Receipts	\$ 273.04
Expenses	\$ 6,224.22
End Balance 1/31/24	\$ 193,888.33

SPECIAL FUND - Budget Appropriations	
Beg. Balance 1/1/24	\$ 804,475.00
Expenses	\$ 10,481.42
Salaries & Benefits	\$ 50,144.21
End Balance 1/31/24	\$ 743,849.37

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 1/1/24	\$ 249,864.62
Receipts	\$ 99.26
Expenses	\$ -
End Balance 1/31/24	\$ 249,963.88

STAR OHIO - District Fund	
Beg. Balance 1/1/24	\$ 490,175.25
Receipts	\$ 2,320.66
Expenses	\$ -
End Balance 1/31/24	\$ 492,495.91

Cody Hacker, ODA Lead Program Specialist, gave an update. On March 26, there will be an HR area 5 meeting at the Ross County Service Center from 9:30 a.m. to 3 p.m. One board member and District Administrator are encouraged to attend. Also, an H2Ohio rollout meeting will be held at Ross County Service Center on February 13 from 9:30 a.m. to 12:30 p.m.

The nominating committee for 2024 was discussed. Doug and Linda are both rerunning so the nominating committee will only need one additional nominee. The tentative date for this year's annual meeting is September 12.

The completed 2023 Annual Plan of Work was sent out prior to the meeting for review. The 2024 Annual Plan of Work was passed around for review and will be approved later in the meeting.

Nikki discussed the need for a pole building for storage. She passed around a description/cost sheet of the type she is looking at. It would be a 12'x30' (360 sq. ft.) gable roof style building, metal, with a roll up door and one man door. They do have a used one for \$5,850 or brand new for \$7,150, including delivery. Nikki has also inquired about any needed permits with the City of Lancaster. If the used one is in good condition, the cost difference could be used to purchase supplies to insulate it.

Approve the purchase of a 12'x30' pole building not to exceed \$7,150.

Motion: Gregg Second: Linda All in favor

Lauren discussed the wildlife specialist agreement for the year starting July 1, 2023, through June 30, 2024. She is required to have 520 hrs. of wildlife work during the agreement period to receive \$17,650.

Approve the Division of Wildlife Agreement for Wildlife Specialist Grant funds in the amount of \$17,650.

Motion: Gregg Second: Linda All in favor

Molly explained that the District has been utilizing MS4web software with CBI Systems to track inspections on construction sites and illicit discharge/outfalls that are inspected yearly. We recently found out that the system we are currently using will no longer be available as CBI has made the decision to cease all sales of their software. The check we sent in December was returned to us. Chad and Molly have researched other similar software that is available and have decided on CloudCompli. This new software does more and will be cheaper overall. There is an onboarding process (getting our existing information from MS4web into CloudCompli) that will cost \$4,000. The current user license fee is \$1,000 per year (we currently have 3 users). There is also a \$500 fee for creating 16 custom inspection forms. The goal is for Hunter's Run Conservancy District to utilize this new software and pay for their own user license. We currently have three user licenses (Molly, Chad, Josh with Hunter's Run). We will add the new employee being hired this year as a user.

Approve \$7,500 for the purchase of CloudCompli and the signing of the contract pending prosecutor approval.

Motion: Linda Second: Cheyenne All in favor

The Equipment Inventory List was discussed and reviewed.

Approve the Equipment Inventory List as of 12/31/2023.

Motion: Gregg Second: Amber All in favor

Doug Tenney signed.

Chris reported that the Dedicated Conservation Fund (DCF – Vinton County National Bank) is over the FDIC insured amount by \$76.88. She would like to move expenses in the amount of \$1,423.35, which represents the period of April 1 – June 30, 2017, from Vinton Co. National Bank and deposit into Chase Bank account.

Approve the transfer of \$1,423.35 from the Vinton Co. National Bank account to the Chase Bank account.

Motion: Linda Second: Cheyenne All in favor

The 2024 Annual Plan of Work was reviewed.

Approve the 2024 Annual Plan of Work as presented.

Motion: Amber Second: Linda All in favor

Board signed.

Jonathan discussed the Memorandum of Understanding (MOU) with the Fairfield Land Preservation Association (FLPA). He gave a background on the creation of the FLPA. The District works very closely with the FLPA. The SWCD chose early on not to hold conservation agreements; however, we would support other organizations in doing it. Items added to the MOU were website, social media, records retention, fire proof cabinet in our office (FLPA cabinet and records). The FLPA currently holds three conservation easements (roughly 548 acres).

Approve the Memorandum of Understanding with the FLPA as written.

Motion: Gregg Second: Cheyenne All in favor

Nikki was asked to write a letter of support for David Brandt, who is being nominated for the Ohio Hall of Fame by Randall Reeder and Kevin Elder. She is asking the board to approve the letter of support and have Doug sign it.

Approve the letter of support to nominate David Brandt for the Ohio Hall of Fame award.

Motion: Amber Second: Linda All unanimously in favor

Doug signed.

Jonathan gave an update on the testing of solar panels. Still working on the non-disclosure agreement.

National Grid Renewables, which is the developer of the solar field proposed in Amanda known as Carnation Solar, field representative Chris Snider stop into the office and extended an opportunity to visit one of their solar facilities down in southern Ross County. A tentative date is set in early March for staff to visit.

Motion to adjourn at 5:57 p.m.

Motion: Gregg Second: Linda All in favor

Doug Tenney, Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator