

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	“ “



salaries) **Assigned Funds**

\$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.	<u>4.68</u>
	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

Outstanding balance (to be received in 2023/2024) - \$143,991.00

Received to date - \$143,990.00

**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
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
L-7 Specialized Services \$0	Vacation Payout \$2,181.40
L-8 Scholarship \$0	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)**

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
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

<b>SPECIAL FUND - Cash Balance</b>	
<b>Beg. Balance 12/1/23</b>	\$ 380,008.15
Receipts	\$ -
Expenses	\$ 2,722.85
Salaries & Benefits	\$ 77,512.33
<b>End Balance 12/31/23</b>	<b>\$ 299,772.97</b>

<b>DISTRICT CHECKING ACCOUNT - District Fund</b>	
<b>Beg. Balance 12/1/23</b>	\$ 193,238.01
Receipts	\$ 8,085.00
Expenses	\$ 1,483.50
<b>End Balance 12/31/23</b>	<b>\$ 199,839.51</b>

<b>SPECIAL FUND - Budget Appropriations</b>	
<b>Beg. Balance 12/1/23</b>	\$ 111,278.37
Expenses	\$ 2,722.85
Salaries & Benefits	\$ 77,512.33
<b>End Balance 12/31/23</b>	<b>\$ 31,043.19</b>

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

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

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 2<sup>nd</sup> 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 Partnership 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 adjourn at 6:33 p.m.**

Motion: David    Second: Linda    All in favor

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Doug Tenney, Chair

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Amber Hoisington, Secretary

Minutes & Financial Report by:

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Christina Holt, Fiscal Coordinator