

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

Date: July 11, 2024

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

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

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

NRCS Staff: Dave Libben

Others: Bryan Everitt, Jane Harf, and Chris Snider

Meeting called to order at 4:56 p.m. by Chair Doug Tenney.

Approval of minutes of June 13, 2024, Board Meeting

Motion: Gregg Second: Linda All in favor

Approval of financial report for June 1 - 30, 2024

Motion: Gregg Second: Amber All in favor

RECEIPTS

Star Ohio – interest (May)	\$ 2,318.13	Dist. Fund
John Albert – fee to rent no-till seeder (8.5 acres) exempt	102.00	“ “
Violet Township Trustees – DESC funds (January-March 2024)	3,900.00	“ “
Rockford Homes – sediment & erosion control inspection fees (Sycamore Grove Phase 1A)	6,000.00	“ “
Village of Lithopolis – DESC (Jan.-March 2024)	5,100.00	“ “
Village of Lithopolis – inspection fees (Wagnalls Run, Stone City Storage, Zwayer Woods)	1,193.16	“ “
Richard Bussert – tile plan design fee (5-WAL-24)	100.00	“ “
OFSWCD – TSP funds (\$9,755.25 CRP; \$320.25 EQIP)	10,075.50	“ “
200 flags sold (exempt)	20.00	“ “
Roger Bowers – tile as-built only plan (21-BLO-24)	<u>50.00</u>	“ “
Total Receipts District Fund	\$28,858.79	

Refund - BWC	\$ 261.32	Spec. Fund
Reincumbered Summit SWCD - PO#4410 – ck was returned and voided due to cancellation of training	L-9 <u>450.00</u>	“ “

Total Receipts Special Fund \$711.32

BILLS

Verizon Wireless – Ck#5646 – monthly bill (\$531.56 urban; \$92.10 TSP)	\$ 623.66	Dist. Fund
Vinton Co. National Bank – Ck#5647 – Visa (supplies for Enviroscope \$6.99; Amazon \$71.94; pesticide recert for J. Ferbrache \$36.00)	114.93	“ “
Helena Agri-Enterprises – Ck#5648 – chemicals	<u>344.40</u>	“ “
Total Expenses District Fund	\$1,082.99	

Salaries (6/14 & 6/28)	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	“ “
Workers Comp	L-12 2,866.80	“ “
PERS	L-11 <u>5,237.66</u>	“ “
Total Salaries & Benefits	\$55,940.84	

Staples – PO#4969 – 15 offices chairs for conference table	L-3 \$ 1,499.85	Spec. Fund
Precision Laser & Instrument – PO#4971 – spray paint & tape measure	L-2 87.15	“ “

Precision Laser & Instrument – PO#4972 – hard hat & ground control points for drone	L-3	538.30	“	“
Vinton Co. National Bank – PO#5070 – Visa bill (2 tv’s for monitors; battery backup & cables for M. Roberts computer)	L-3	562.95	“	“
Vinton Co. National Bank – PO#5071 – Visa bill (J. Troyer registration to attend virtual drone camp on June 13-14 & June 24-28)	L-9	120.00	“	“
Alloway – PO#5076 – Buckeye Lake watershed testing	L-5	246.00	“	“
Charter Communications – Blanket PO#5122 – monthly internet services	L-5	749.88	“	“
Keytel Systems – PO#5168 – IT services (July-September)	L-5	2,916.12	“	“
ComDoc – PO#5284 – copier maintenance fee 6/3-9/2/24; excess color charges 3/3-6/2/24	L-4	<u>388.64</u>	“	“

Total Expenses Special Fund (Purchase Orders) \$7,108.89

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2			
6/10 Monthly fuel bill		\$392.10		
		<i>Current Balance</i>	\$597.20	
Charter Communications – Blanket PO#0909	L-5			
6/7 Monthly internet service		\$124.98		
		<i>Current Balance</i>	\$0	

DISTRICT FUND BALANCES AS OF 6/30/24

\$689,992.31	Total balance in District Account	
	\$503,830.02 - Balance in Star Ohio	
	\$186,162.29 - Balance in District Checking Account	
\$434,120.64	Amount to be used only for the following programs/grants/etc.:	
	\$218,146.59 - 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	
	\$89,604.97 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$255,871.67	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 6/30/24:

Balance in Budgeted Appropriation Account - \$426,165.99
Balance in Special Account – \$421,016.28 (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 \$248,855.33	L-10 Advertising & Printing \$4,126.83
L-2 Supplies \$4,295.14	L-11 PERS \$36,622.80
L-3 Equipment \$1,211.09	L-12 Worker’s Comp. \$4,186.74
L-4 Repair & Maintenance \$4,896.14	L-12a Unemployment \$10.00
L-5 Contract Services \$16,087.29	L-12a Medicare \$4,134.63
L-6 Rentals/Lease \$0	L-13 Health Insurance \$85,713.70
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$160.30
L-8 Scholarship \$0	Vacation Payout \$8,945.00
L-9 Travel Reimbursement \$1,621.00	

Vacation, Sick & Comp Leave Balances (as of 6/28/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1773.39	587.9042	4.53	24.75	0
Jonathan Ferbrache	552.40	468.608	5.39	5	0
Molly Gilleland	84	41.51	4.25	32	0
Christina Holt	1349.58	553.294	14.64	32	0
Chad Lucht	2823.46	521.216	5.67	31	24.75
Margaret Roberts	13.8	9.312	6	24	0
Josh Troyer	472.67	276.67	5.5	32	0
Lauren Vires	104.74	52.2476	23.75	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (May) \$ 105.72

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 6/30/24:

\$249,066.23	Total Cash Balance
	\$4,961.73 - 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 June 2024

SPECIAL FUND - Cash Balance	
Beg. Balance 6/1/24	\$ 483,354.69
Receipts	\$ 711.32
Expenses	\$ 7,108.89
Salaries & Benefits	\$ 55,940.84
End Balance 6/30/24	\$ 421,016.28

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 6/1/24	\$ 160,704.62
Receipts	\$ 26,540.66
Expenses	\$ 1,082.99
End Balance 6/30/24	\$ 186,162.29

SPECIAL FUND - Budget Appropriations	
Beg. Balance 6/1/24	\$ 488,765.72
Expenses	\$ 7,108.89
Salaries & Benefits	\$ 55,940.84
Receipts	\$ 450.00
End Balance 6/30/24	\$ 426,165.99

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 6/1/24	\$ 248,960.51
Receipts	\$ 105.72
Expenses	\$ -
End Balance 6/30/24	\$ 249,066.23

STAR OHIO - District Fund	
Beg. Balance 6/1/24	\$ 501,511.89
Receipts	\$ 2,318.13
Expenses	\$ -
End Balance 6/30/24	\$ 503,830.02

Chris Snider and Jane Harf with National Grid Renewables, along with their attorney Bryan Everitt, were in attendance. There was discussion on what SWCD board/staff took away from their visit to one of their solar facilities on March 6.

There were no standing committees.

Dave gave the NRCS report. They have 30 EQIP applications that are preapproved, with 24 obligated contracts. Jacob, Dana and Torrance, with the help of Lauren, have been doing mid-contract site visits.

Josh Troyer, Engineering Technician, submitted his resignation. He has accepted a position at Delaware SWCD as a GIS/Technology Coordinator. His last day will be July 26th.

Approve the resignation (with regret) of Engineering Technician Josh Troyer effective 7/26/2024.

Motion: Linda Second: Amber All in favor

Nikki would like to post the Engineering Technician position and accept applications until August 2nd.

Approve the Engineering Technician job description and the posting of the position.

Motion: Linda Second: Amber All in favor

Nikki discussed changes that the County made to their Employment Policy.

Approve the following changes to the FSWCD Employment Policy:

- Pg1, 6 – 2024
- Pg 8 – added Pregnant Workers Fairness Act to Table of Contents
- Pg 12-20 - replaced “smartphones” with “mobile devices, “instant messaging” with “chat” & “collaboration”, “anti-virus” with “malware”, etc. Password authentication & multi factor info. (As of now Chris is the only one of us that gets into the county system)
- Pg 38 – workplace injury reporting via packet in mymobilewalletcard.com

- Removed text we had struck out on county's credit card policy, they moved to end in Addendum C (we have our own)
- Pg 48 – ESS notification for building closing & performance appraisal completion date adjusted to December 15.
- Pg 65 – remove “medical” when referring to marijuana
- Pg 78 – cell phone usage limited to hands free devices while vehicle moving
- Pg 79 – added Pregnant Workers Fairness Act, renumbered fraud reporting to 3:25
- Pg 83-85 – allows vacation leave to be earned by part-time & full-time employees along with the corresponding accrual information. Also updated the Vacation Leave Conversion to allow all eligible employees to take part once per calendar year.
- Pg 86-87 - reflects the use of accruals during disability leave & clarifies accrual use while on disability insurance leave
- Pg 97-98 - Updated to direct employees to mymobilewallet for more details on EAP & Family Medical Leave
- Pg 108 - updated to clarify perimeters around payouts upon separation of service
- Pg 109 - updated to clarify perimeters related to promotion and pay increases
- Pg 118 - charge for paper copy requests from minimum 5 cents to 10 cents.

Motion: Gregg Second: Linda All in favor

Doug discussed a letter he composed to the Fairfield County Commissioners regarding the prosecutor's office not representing the SWCD with the intervention of solar projects. He was disappointed, confused and surprised with their decision as it is preferred to have their representation over outside counsel. The purpose of the letter is to make the Commissioners aware of the situation, and it is not designed to upset them.

Approve the letter as written to be sent to the Fairfield County Commissioners.

Motion: Gregg Second: Linda All in favor

There was discussion on the purchase of pet waste bags for MS4 education. The cost is under Nikki's spending authority, so no motion is needed.

Motion to adjourn at 5:35 p.m.

Motion: Linda Second: Gregg All in favor

Doug Tenney, Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator