

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

**Date:** June 13, 2024

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

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

**District Staff:** Nikki Drake, Jonathan Ferbrache, Molly Gilleland, Chris Holt, Margaret Roberts, Josh Troyer and Lauren Vires

**NRCS Staff:** Dave Libben

Meeting called to order at 4:01 p.m. by Doug Tenney, Chair. (Meeting was moved to 4 p.m. to accommodate attendance at 4-H Legacy Dinner event that started at 5 p.m.)

**Approval of minutes of May 9, 2024, Board Meeting**

Motion: Gregg Second: Linda All in favor

**Approval of financial report for May 1 - 31, 2024**

Motion: Gregg Second: Amber All in favor

RECEIPTS

|  |              |            |
|--|--------------|------------|
| Star Ohio – interest (April)                                     | \$ 2,239.29  | Dist. Fund |
| Kim Root – fee to rent no-till drill (exempt)                    | 50.00        | “ “        |
| Heath Martin – fee to rent no-till seeder                        | 46.84        | “ “        |
| 1 plat book sold   | 18.74        | “ “        |
| Kim Root – rental of no-till drill (6.9 acres) exempt            | 79.64        | “ “        |
| Kevin Tarbert – rental of drill (17 acres) exempt                | 204.00       | “ “        |
| Ethan Beard – rental of seeder (2.3 acres) exempt                | 27.60        | “ “        |
| 600 flags sold   | 60.00        | “ “        |
| Brian Ortman – fee to rent no-till drill (exempt)                | 46.84        | “ “        |
| John Gornall – fee & rental of no-till drill (7 acres)           | 134.00       | “ “        |
| Cathy Jerbic – donation to be used for Sycamore Creek            | 500.00       | “ “        |
| Brian Ortman – rental of no-till drill (3.5 acres)               | 42.00        | “ “        |
| Heath Martin – rental of seeder (11.1 acres) & drill (6.7 acres) | 213.60       | “ “        |
| Greg Foulks – drill rental                                       | 60.00        | “ “        |
| Jed Davis – tile as-built plan                                   | 50.00        | “ “        |
| Sean Gorby – drill fee & rental (2.5 acres) exempt               | 76.84        | “ “        |
| Sales tax collected  | <u>24.51</u> | “ “        |
| <b>Total Receipts District Fund \$3,873.90</b>                   |              |            |

BILLS

|  |                      |            |
|--|----------------------|------------|
| Verizon Wireless – Ck#5644 – monthly bill (\$206.48 urban; \$92.10 TSP)  | \$ 298.58            | Dist. Fund |
| Vinton Co. National Bank – Ck#5645 – Visa (2 solar panels to test, CESSWI for M. Gilleland, supplies for kitchen and to wrap 5 <sup>th</sup> grade tree seedlings) | <u>1,112.55</u>      | “ “        |
| <b>Total Expenses District Fund \$1,411.13</b>   |                      |            |
| Salaries (5/3, 5/17 & 5/31)  | L-1 51,322.61        | Spec.Fund  |
| Health Insurance   | L-13 14,835.30       | “ “        |
| Life Insurance   | L-13 19.95           | “ “        |
| Medicare   | L-12a 702.03         | “ “        |
| PERS   | L-11 <u>7,185.15</u> | “ “        |
| <b>Total Salaries &amp; Benefits \$74,065.04</b>   |                      |            |



SPECIAL FUND BALANCES AS OF 5/31/24:

Balance in Budgeted Appropriation Account - \$488,765.72

Balance in Special Account – \$483,354.69 (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 \$286,267.18           | L-10 Advertising & Printing \$4,126.83 |
| L-2 Supplies \$4,382.29             | L-11 PERS \$41,860.46                  |
| L-3 Equipment \$3,812.19            | L-12 Worker’s Comp. \$7,053.54         |
| L-4 Repair & Maintenance \$5,284.78 | L-12a Unemployment \$10.00             |
| L-5 Contract Services \$19,999.29   | L-12a Medicare \$4,649.01              |
| L-6 Rentals/Lease \$0               | L-13 Health Insurance \$95,603.90      |
| L-7 Specialized Services \$5,300.00 | L-13 Life Insurance \$180.25           |
| L-8 Scholarship \$0                 | Vacation Payout \$8,945.00             |
| L-9 Travel Reimbursement \$1,291.00 |  |

**Vacation, Sick & Comp Leave Balances (as of 5/31/24)**

|                    | <u>Sick Leave</u> | <u>Vacation Leave</u> | <u>Comp Leave</u> | <u>Personal Leave</u> | <u>Personal Wellness</u> |
|--------------------|-------------------|-----------------------|-------------------|-----------------------|--------------------------|
| Nikki Drake        | 1764.19           | 572.4962              | 21.53             | 24.75                 | 0                        |
| Jonathan Ferbrache | 549.20            | 501.20                | 5.39              | 5                     | 0                        |
| Molly Gilleland    | 83.55             | 43.302                | 4.25              | 32                    | 0                        |
| Christina Holt     | 1340.38           | 590.886               | 14.64             | 32                    | 0                        |
| Chad Lucht         | 2814.26           | 569.808               | 1.92              | 31                    | 28                       |
| Margaret Roberts   | 4.6               | 3.104                 | 0                 | 24                    | 0                        |
| Josh Troyer        | 463.47            | 267.47                | 10.38             | 32                    | 0                        |
| Lauren Vires       | 95.54             | 46.0396               | 10.25             | 24                    | 0                        |

**“Dedicated Conservation Fund”**

Vinton County National Bank

RECEIPTS

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

\$ 109.09

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 5/31/24:

|              |   |
|--------------|---|
| \$248,960.51 | Total Cash Balance  |
|              | \$4,856.01 - Interest Earned  |
|              | \$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) <b>Assigned Funds</b> |
|              | \$23,156.68 – Pesticide Application <b>Assigned Funds (changed from Committed – per Audit)</b>          |
|              | \$82,376.38 – Engineering Program Funds <b>Committed Funds</b>  |
|              | \$123,654.07 - Urban Program Funds <b>Committed Funds</b>   |

## Account Balances for May 2024

| <b>SPECIAL FUND - Cash Balance</b> |                      |
|------------------------------------|----------------------|
| <b>Beg. Balance 5/1/24</b>         | \$ 564,822.85        |
| Receipts                           | \$ -                 |
| Expenses                           | \$ 7,403.12          |
| Salaries & Benefits                | \$ 74,065.04         |
| <b>End Balance 5/31/24</b>         | <b>\$ 483,354.69</b> |

| <b>DISTRICT CHECKING ACCOUNT - District Fund</b> |                      |
|--|----------------------|
| <b>Beg. Balance 5/1/24</b>                       | \$ 160,481.14        |
| Receipts   | \$ 1,634.61          |
| Expenses   | \$ 1,411.13          |
| <b>End Balance 5/31/24</b>                       | <b>\$ 160,704.62</b> |

| <b>SPECIAL FUND - Budget Appropriations</b> |                      |
|---|----------------------|
| <b>Beg. Balance 5/1/24</b>                  | \$ 570,233.88        |
| Expenses                                    | \$ 7,403.12          |
| Salaries & Benefits                         | \$ 74,065.04         |
| <b>End Balance 5/31/24</b>                  | <b>\$ 488,765.72</b> |

| <b>DEDICATED CONSERVATION FUND - District Fund</b> |                      |
|--|----------------------|
| <b>Beg. Balance 5/1/24</b>                         | \$ 248,851.42        |
| Receipts   | \$ 109.09            |
| Expenses   | \$ -                 |
| <b>End Balance 5/31/24</b>                         | <b>\$ 248,960.51</b> |

| <b>STAR OHIO - District Fund</b> |                      |
|----------------------------------|----------------------|
| <b>Beg. Balance 5/1/24</b>       | \$ 499,272.60        |
| Receipts                         | \$ 2,239.29          |
| Expenses                         | \$ -                 |
| <b>End Balance 5/31/24</b>       | <b>\$ 501,511.89</b> |

There were no public comments.

Nikki stated that Clarissa Lawlis agreed to run for the board of supervisors and has submitted her Statement of Candidacy form. We now have three candidates for two positions (Clarissa Lawlis, Doug Tenney & Linda Claypool).

**Approve the Form EL-3 District Supervisor Candidate Submission Form**

Motion: Cheyenne Second: Gregg Cheyenne, Gregg & Amber in favor (Doug & Linda abstained)

Nikki discussed changes needed to the Employment Policy

**Approve the following changes to the Employment Policy:**

- **Pg 34 – add Margaret Roberts start & end times 7:30am - 4:00 p.m.**
- **Pg 36 – approve Nikki and Josh the capability to earn overtime for H2Ohio duties**
- **Pg 39 – clean-up of positions with corrected county classifications, titles (JF, CL), removal of soil scientist position (can be added in future if needed), add Urban/Geomatic Technician**
- **Pg 45 – change credit card limit for Vinton Co. National Bank to \$7,000 (was \$2,500)**

Motion: Gregg Second: Cheyenne All in favor

Nikki discussed the Regional Conservation Partnership Program (RCPP). ODA is applying to National NRCS to have a specific round of funding for EQIP in certain counties (Appalachian & eastern part of state) with the focus being on grazing and pasture practices. As part of ODA’s grant application, they are asking for a letter of support, which Nikki has written.

**Approve the submittal of the RCPP letter of support with Doug to sign.**

Motion: Gregg Second: Cheyenne All in favor

Jonathan provided a summary on solar developments. The Fairfield County Commissioners passed a resolution prohibiting solar fields over 50 MW; however, this may not stop the Eastern Cottontail Project in Walnut Township as it is partially grandfathered under Senate Bill 52. The Fairfield County Prosecutor’s Office has declined to represent the SWCD in filing to intervene and suggested we seek outside counsel. The Ohio Power

Siting Board requires government entities to have legal representation to file for the SWCD to intervene. Jonathan has been working with staff of the Prosecutor's Office for the past five years, with the intention to be involved. There was no indication when working on the resolution to intervene back in 2023 that the Prosecutors Office would not support us. Many of the attorneys that Jonathan has worked with in the past are already representing other parties on solar developments. Stebelton Snider in Lancaster has an attorney that was a former ODA attorney who is currently representing the Hunter's Run Conservancy District. This firm has indicated that they are willing to represent the SWCD in the intervention process. The Board discussed their disappointment in the decision of the Prosecutor's Office to not represent the SWCD and how this would affect finances, as this was not budgeted.

**Approve legal fees not to exceed \$15,000 with Stebelton Snider (Morgan Lyles) for the solar intervention process, and authorize Doug Tenney or Nikki Drake to sign a legal service agreement once reviewed by the SWCD.**

Motion: Amber      Second: Gregg      All in favor

Chris reviewed the 2025 Level 2 budget.

**Approve the 2025 Level 2 budget as presented.**

Motion: Cheyenne      Second: Amber      All in favor

**Approve the following Inventory Retirement Forms:**

**Hon Executive Arm Swivel Chairs (tag#50035-42;50044-50)**

Motion: Linda      Second: Gregg      All in favor

Today was the last day of Earth Camp. Molly stated that this was the best one that she has been involved with.

Dave gave the NRCS report. They have 18 EQIP applications obligated, with 11 to go.

**Motion to adjourn at 4:38 p.m.**

Motion: Gregg      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