

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

Date: March 14, 2024

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

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

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

Others in Attendance: Lindy Jackson, Hunter's Run Conservancy District

Meeting called to order at 5:00 p.m. by Chair Doug Tenney.

Approval of minutes of February 8, 2024, Board Meeting

Motion: Linda Second: Gregg All in favor

Approval of financial report for February 1 - 29, 2024

Motion: Gregg Second: Linda All in favor

RECEIPTS

Star Ohio – interest (January)	\$ 2,315.98	Dist. Fund
Sales tax collected	160.90	“ “
189 wildlife packets sold	3,056.00	“ “
Mark Peters – tile plan design fee (24-HOC-23)	100.00	“ “
Shady Maple Farms – tile plan design fee (13-RIC-23)	100.00	“ “
4 plat books sold	74.96	“ “
Ohio Dept. of Agriculture – annual monitoring of 32 farms	6,400.00	“ “
1,000 flags sold	100.00	“ “
Violet Township – DESC funds (Oct.-Dec. 2023)	3,600.00	“ “
FSWCD DCF fund – reimb. of expenses paid 4/1-6/30/2017	1,423.35	“ “
Franklin SWCD – hydrone work (11/14-11/17/23)	1,920.25	“ “
Village of Lithopolis – DESC funds \$4,800; subdivision reviews \$2,871.90	7,671.90	“ “
Mirabelle Farm – tile plan design fee (17-BLO-23)	100.00	“ “
OFSWCD – UAV drone surveys 12/27/23	<u>740.34</u>	“ “
Total Receipts District Fund \$27,763.68		

BILLS

Verizon Wireless – Ck#5628 – monthly bill (\$206.57 urban; \$92.16 TSP)	\$ 298.73	Dist. Fund
U.S.P.S. – Ck#5629 – postage to mail February newsletter	308.10	“ “
Licking SWCD – Ck#5630 – 70 ft. of geotextile for under rock at shed placement	<u>140.00</u>	“ “
Total Expenses District Fund \$746.83		

Salaries (2/9 & 2/23)	L-1 34,215.05	Spec.Fund
Health Insurance	L-13 9,890.20	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 468.02	“ “
PERS	L-11 <u>4,790.10</u>	“ “
Total Salaries & Benefits \$49,383.32		

Vinton Co. National Bank – PO#2931 – Visa bill (N. Drake reg. to 2024	L-9 \$1,035.00	Spec. Fund
Small Business University event on 2/29; 6 staff/2 board to attend OFSWCD Annual Partnership Meeting on Jan. 23 & 24)		
North End Press – PO#3089 – printing of February newsletter	L-10 1,840.55	“ “

BW Tire Pickerington LTD – PO#3287 – oil change on Ford Explorer L-4 39.95 “ “
Total Expenses Special Fund (Purchase Orders) \$2,915.50

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907 L-2
2/8 Monthly fuel bill \$483.13
Current Balance \$2,404.10

Charter Communications – Blanket PO#0909 L-5
2/7 Monthly internet service \$124.98
Current Balance \$499.92

DISTRICT FUND BALANCES AS OF 2/29/24

\$713,391.09 Total balance in District Account
\$494,811.89 - Balance in Star Ohio
\$218,579.20 - Balance in District Checking Account
\$412,762.28 Amount to be used only for the following programs/grants/etc.:
\$200,063.09 - Sediment & Erosion Control Inspection Fees – RPC projects
(Any unused amount is returned) **Restricted Funds**
\$26.81 – Land Lab Funds (Quail Unlimited donation) **Assigned Funds**
\$24,200.00 – Farmland Preservation Stewardship Fund – **Committed Funds**
\$86,830.11 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year’s
salaries) **Assigned Funds**
\$300,628.81 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$19.90
Ending Balance \$19.90

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 2/29/24:

Balance in Budgeted Appropriation Account - \$691,550.55
Balance in Special Account – \$432,243.52 (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 \$421,519.89	L-10 Advertising & Printing \$4,159.45
L-2 Supplies \$5,832.59	L-11 PERS \$58,625.80
L-3 Equipment \$7,153.87	L-12 Worker’s Comp. \$7,350.00
L-4 Repair & Maintenance \$5,996.55	L-12a Unemployment \$10.00
L-5 Contract Services \$26,767.62	L-12a Medicare \$6,287.08
L-6 Rentals/Lease \$0	L-13 Health Insurance \$130,219.60

L-7 Specialized Services \$5,300.00
 L-8 Scholarship \$50.00
 L-9 Travel Reimbursement \$3,093.00

L-13 Life Insurance \$240.10
 Vacation Payout \$8,945.00

Vacation, Sick & Comp Leave Balances (as of 2/23/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1734.49	518.5682	12.03	24.75	0
Jonathan Ferbrache	541.00	447.272	5.39	31	0
Molly Gilleland	61.85	43.074	3.88	32	0
Christina Holt	1308.18	583.958	5.27	32	0
Chad Lucht	2786.06	542.88	2.54	32	42.5
Josh Troyer	436.77	235.27	15.63	32	0
Lauren Vires	74.34	55.5616	23.75	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (January) \$ 113.00

BILLS

FSWCD Chase Bank – Ck#1014 – reimb. for bills paid for period 4/1-6/30/2017 1,423.35

DEDICATED CONSERVATION FUND BALANCE AS OF 2/29/24:

\$248,653.53 Total Cash Balance
 \$4,549.03 - 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 February 2024

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 2/1/24	\$ 484,542.34	Beg. Balance 2/1/24	\$ 193,888.33
Receipts	\$ -	Receipts	\$ 25,447.70
Expenses	\$ 2,915.50	Expenses	\$ 746.83
Salaries & Benefits	\$ 49,383.32	End Balance 2/29/24	\$ 218,589.20
End Balance 2/29/24	\$ 432,243.52		

SPECIAL FUND - Budget Appropriations		DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 2/1/24	\$ 743,849.37	Beg. Balance 2/1/24	\$ 249,963.88
Expenses	\$ 2,915.50	Receipts	\$ 113.00
Salaries & Benefits	\$ 49,383.32	Expenses	\$ 1,423.35
End Balance 2/29/24	\$ 691,550.55	End Balance 2/29/24	\$ 248,653.53

STAR OHIO - District Fund	
Beg. Balance 2/1/24	\$ 492,495.91
Receipts	\$ 2,315.98
Expenses	\$ -
End Balance 2/29/24	\$ 494,811.89

Gregg visited the office a couple of weeks ago to talk with staff to learn more about their day-to-day activities. He thanked the staff for spending time with him. He learned a lot and encouraged other board members to do the same.

Lindy Jackson, Hunter's Run Conservancy District, was in attendance to explain the process and planning for the reappraisal of benefits. When the dams were originally built, they initiated a direct assessment for the properties that were directly impacted by the 1948 flood, and the farmers upstream implemented conservation plans to reduce sediment and peak run-off. The initial direct assessment was based on high water impacts, 1958 property values and primarily only the properties that existed at the time. Lindy reviewed/explained how they determined the formula for costs by today's HEC-FDA (Hydrologic Engineering Center - Flood Damage Reduction Analysis software developed by the U.S. Army Corps of Engineers).

Cheyenne Erb joined the meeting at 5:13 p.m.

Hunter's Run Conservancy District is seeking a letter of support for the equitable distribution of the reappraisal of benefits. It will be noted that two of the five Fairfield SWCD board members are residents and beneficiaries of the Hunter's Run Conservancy District.

Approve writing a letter of support for Hunter's Run Conservancy District's reassessment of benefits.

Motion: Gregg Second: Linda All unanimously in favor

There were no standing committee reports.

Dave gave the NRCS report. They have two EQIP applications approved with three pending and 40 requests with ranking due at the end of March. CSP annual payments for 2023 are complete and new applications are being accepted until April 5. The minimum payment is now \$4,000.

Lauren explained the Fairfield Union FFA students will be wrapping our 5th grade tree seedlings again this year. They have five students attending Camp Canopy this year and are asking for one sponsorship, at a cost of \$450.

Approve one Camp Canopy sponsorship to the Fairfield Union FFA in the amount of \$450.

Motion: Linda Second: Gregg All in favor

Nikki reported that Lauren Vires and Molly Gilleland both obtained their OEPA Level 1 Qualified Data Collector Certification for stream monitoring. This certification was added to both of their job descriptions.

Approve the updated job descriptions of Molly Gilleland and Lauren Vires to include the new certification.

Motion: Cheyenne Second: Gregg All in favor

Nikki discussed the county's preemployment drug testing policy. The policy would go into our operational policy book instead of the employment policy because it is only for new hires, not current employees. The testing would be done as part of the onboarding process before the start date.

Approve the Preemployment Drug Testing policy to be added to the operational policy book.

Motion: Linda Second: Cheyenne All in favor

Nikki updated the organizational chart to add the Urban/Geomatic Technician position we are currently accepting applications for. This new chart will be updated in the Employment Policy.

Approve the updated organizational chart to include the Urban/Geomatic Technician position.

Motion: Gregg Second: Linda All in favor

Chad reported that we now have the new Ford F-250 and the shed.

Doug, Jonathan, Chad, and Nikki attended a tour of the Greenfield (Ross & Fayette Counties) National Grid Renewables solar farm on March 6. There was discussion on what they learned.

Motion to adjourn at 6:34 p.m.

Motion: Gregg Second: Linda All in favor

Doug Tenney, Chair

Gregg Pontius, Vice-Chair

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator