

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

Date: May 9, 2024

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

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

District Staff: Nikki Drake, Molly Gilleland, Lauren Vires, and Josh Troyer

NRCS Staff: Dave Libben

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

Approval of minutes of April 11, 2024, Board Meeting

Motion: Gregg Second: Amber All in favor

Approval of financial report for April 1 - 30, 2024

Motion: Linda Second: Gregg All in favor

RECEIPTS

Star Ohio – interest (March)	\$ 2,304.42	Dist. Fund
Sales tax collected	31.93	“ “
Andy Ety – fee & rental of no-till seeder (12.3 acres) tax exempt	194.44	“ “
19 wildlife packets sold	377.34	“ “
Paul Hemmer Co. – sediment & erosion control inspection fees (Basil Western Logistics Ctr.)	8,827.00	“ “
1 plat book sold	18.74	“ “
800 flags sold	80.00	“ “
Stephen Toth – fee & rental of no-till seeder (10 acres) exempt	166.84	“ “
Tri-Co. Sportsmen Club – tree planter rental (exempt)	28.10	“ “
Kevin Tarbert – fee to rent no-till drill (exempt)	46.84	“ “
Ethan Beard – fee to rent no-till seeder (exempt)	46.84	“ “
Total Receipts District Fund	\$12,122.49	
ODA, Soil & Water Conservation – Qtr. 4 State Match	\$ 71,996.00	Spec. Fund
Village of Lithopolis – MS4 program services	8,500.00	“ “
Total Receipts Special Fund	\$80,496.00	

BILLS

Verizon Wireless – Ck#5635 – monthly bill (\$206.57 urban; \$92.16 TSP)	\$ 298.73	Dist. Fund
Chase Bank – auto – fee for book of 50 duplicate deposit slips	19.00	“ “
Alloway – Ck#5636 – Buckeye Lake watershed testing	246.00	“ “
Solar PTL, LLC – Ck#5637 – testing of two solar panels	8,000.00	“ “
Fairfield Union FFA – Ck#5638 – Camp Canopy sponsorship for wrapping 5 th grade trees	450.00	“ “
Blackburn Mtg. Co. – Ck#5639 – 10,000 flags for resale	934.52	“ “
Mary Ann Boone – Ck#5640 – refund on sold out tree sale items (\$1.62 tax)	25.62	“ “
Jennifer Johnson – Ck#5641 – refund on sold out tree sale items (\$2.43 tax)	38.43	“ “
Laura Landry – Ck#5642 – refund on sold out tree sale items (\$1.01 tax)	16.01	“ “
Licking SWCD – Ck#5643 – items for 2024 tree sale	4,319.75	“ “
Total Expenses District Fund	\$14,348.06	
Salaries (4/5 & 4/19)	L-1 34,215.04	Spec. Fund
Health Insurance	L-13 9,890.20	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 468.02	“ “

Workers Comp	L-12	296.46	“	“
PERS	L-11	<u>4,790.10</u>	“	“

Total Salaries & Benefits \$49,679.77

CloudCompli – PO#3973 – annual service subscription fee & one-time configuration fee	L-5	\$ 7,000.00	Spec. Fund
Vinton Co. National Bank – PO#3998 – Visa bill (building supplies for shed placement, inside of shed & totes for shed storage)	L-2	806.12	“ “
CORSA – PO#4081 – 2024-2025 program costs (insurance)	L-5	7,540.00	“ “
Christina Holt – PO#4085 – replenish petty cash	L-2	28.46	“ “
Gannett Ohio LocalIQ – PO#4120 – legal ad for regulatory cash basis report	L-10	32.62	“ “
BW Tire Pickerington LTD – PO#4237 – oil change on 2015 GMC	L-4	77.95	“ “
Square Grove (Uplift Desk) – PO#4347 – standing desk, accessories & filing cabinet for new employee	L-3	<u>1,486.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$16,971.15

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2		
4/8 Monthly fuel bill		\$366.60	
			<i>Current Balance \$1,799.61</i>
Charter Communications – Blanket PO#0909	L-5		
4/8 Monthly internet service		\$124.98	
			<i>Current Balance \$249.96</i>

DISTRICT FUND BALANCES AS OF 4/30/24

\$659,753.74 Total balance in District Account

- \$499,272.60 - Balance in Star Ohio
- \$160,481.14 - Balance in District Checking Account

\$428,300.10 Amount to be used only for the following programs/grants/etc.:

- \$212,146.59 - Sediment & Erosion Control Inspection Fees – RPC projects
(Any unused amount is returned) **Restricted Funds**
- \$26.81 – Land Lab Funds (Quail Unlimited donation) **Assigned Funds**
- \$24,200.00 – Farmland Preservation Stewardship Fund – **Committed Funds**
- \$90,284.43 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**
- \$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$231,453.64 Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$7.34
Ending Balance \$33.32

RECEIPTS

Check from L-2 Supplies \$ 28.46

BILLS

1 newsletter returned \$.80
1 newsletter returned 1.68
\$ 2.48

SPECIAL FUND BALANCES AS OF 4/30/24:

Balance in Budgeted Appropriation Account - \$570,233.88

Balance in Special Account – \$564,822.85 (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 \$353,089.79	L-10 Advertising & Printing \$4,126.83
L-2 Supplies \$4,979.73	L-11 PERS \$49,045.61
L-3 Equipment \$5,667.87	L-12 Worker’s Comp. \$7,053.54
L-4 Repair & Maintenance \$5,284.78	L-12a Unemployment \$10.00
L-5 Contract Services \$8,999.29	L-12a Medicare \$5,351.04
L-6 Rentals/Lease \$0	L-13 Health Insurance \$110,439.20
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$200.20
L-8 Scholarship \$0	Vacation Payout \$8,945.00
L-9 Travel Reimbursement \$1,741.00	

Vacation, Sick & Comp Leave Balances (as of 4/19/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1752.89	549.3842	16.66	24.75	0
Jonathan Ferbrache	552.90	478.088	5.39	14.75	0
Molly Gilleland	72.75	41.99	11	32	0
Christina Holt	1326.58	593.274	14.64	32	0
Chad Lucht	2804.46	554.696	1.92	32	39
Josh Troyer	451.67	253.67	6.88	32	0
Lauren Vires	89.74	36.7276	18.63	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (March) \$ 98.82

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 4/30/24:

\$248,851.42 Total Cash Balance
 \$4,746.92 - 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 April 2024

SPECIAL FUND - Cash Balance	
Beg. Balance 4/1/24	\$ 550,977.77
Receipts	\$ 80,496.00
Expenses	\$ 16,971.15
Salaries & Benefits	\$ 49,679.77
End Balance 4/30/24	\$ 564,822.85

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 4/1/24	\$ 165,011.13
Receipts	\$ 9,818.07
Expenses	\$ 14,348.06
End Balance 4/30/24	\$ 160,481.14

SPECIAL FUND - Budget Appropriations	
Beg. Balance 4/1/24	\$ 636,884.80
Expenses	\$ 16,971.15
Salaries & Benefits	\$ 49,679.77
End Balance 4/30/24	\$ 570,233.88

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 4/1/24	\$ 248,752.60
Receipts	\$ 98.82
Expenses	\$ -
End Balance 4/30/24	\$ 248,851.42

STAR OHIO - District Fund	
Beg. Balance 4/1/24	\$ 496,968.18
Receipts	\$ 2,304.42
Expenses	\$ -
End Balance 4/30/24	\$ 499,272.60

There were no public comments.

Nikki noted that she would share a candidates list with Amber for the Nominating Committee. We need one more candidate.

Dave gave the NRCS report. He noted that they have one of the largest numbers of EQIP contracts that he has seen for Fairfield County with 31 pre-approved contracts and 8 obligated contracts. He said the last batch of contracts that came in were cover crop, pasture, forestry, and wildlife related. He also shared that some CRP signups at the national level have been postponed.

Nikki discussed the OSWCC Form 11. She noted that Chris prepared the Form 11 which is what the District submits to get state match funds.

Approve the OSWCC Form 11 as prepared. Linda signed.

Motion: Gregg Second: Cheyenne All in favor

Nikki discussed the AutoCAD Subscription renewal. The price of the software is the same as it was last year at \$2,544.16. She explained that this software is what she and Josh use for their design work.

Approve the AutoCAD Subscription renewal for 1 year in the amount of \$2,544.16.

Motion: Gregg Second: Cheyenne All in favor

Nikki discussed the change in quoted prices for the new computer for Margaret and the GIS work she will be doing. The new quote from Keytel is \$3,684.14. Other quotes were higher. She explained that we would have to pay a \$300 fee if we did not build the computer through Keytel. She explained that the computer has a bigger processor to be able to do GIS work.

Approve the purchase of a new computer from Keytel at a cost of \$3,684.14.

Motion: Cheyenne Second: Gregg All in favor

Nikki discussed the website redesign and support. She explained that Chris had a discussion with GoDaddy who does our website hosting, and they explained that the software that runs the website is outdated and can no longer be updated, opening up the website to potential online threats. They gave Chris a quote for hosting the website for 5 years at \$1,379.40, and a website redesign fee and initial year of management of \$3,415.87. The District will have a credit of about \$100 since the renewal for the hosting agreement is not until December. Gregg asked if we used the website, and Nikki explained that she shares the website daily because of all the information that is posted on it, including our guides and manuals.

Approve to pay GoDaddy to redo/upgrade website, management fee (1 year) and hosting fee (5 years) not to exceed \$5,000.

Motion: Amber Second: Gregg All in favor

Nikki explained the need to do fund-to-fund transfers in the special fund. She explained that there is extra money in salaries as Margaret was budgeted for a full year's worth of salary; however, she is not starting until May.

Approve the following fund-to-fund transfers in special fund:

\$4,500 from L-1 Salaries to L-3 Equipment

\$11,000 from L-1 Salaries to L-5 Contract Services

Motion: Linda Second: Cheyenne All in favor

Nikki discussed the need to increase the credit card limit on our Visa with Vinton County National Bank. She explained that there is more credit card only transactions. She also explained that Chris constantly needs to check whether we have reached our limit, and that it would be helpful to have more room on the credit card. Nikki suggested an increase to \$7,000 or \$8,000. Gregg and Doug noted that an increase to \$7,000 was a reasonable limit.

Approve to increase the credit limit on the Visa with Vinton County National Bank from \$2,500 to \$7,000.

Motion: Gregg Second: Linda All in favor

Nikki explained that the District staff would like to purchase new conference table chairs. Staff tried out two different chairs that were purchased from Staples and now would like to order 12 new chairs to replace the 25-year-old chairs that we currently have. Gregg asked if we could afford the chairs, and Nikki confirmed that yes, the District has the money to pay for them.

Approve the purchase of 12 new chairs for the conference table at GSA pricing cost of approximately \$1,200 or about \$100 each.

Motion: Linda Second: Amber All in favor

Nikki discussed the H2Ohio agreement. She explained that once the board signs the agreement, it will be sent to ODA and Brian Baldrige, the ODA director, will sign for it to take effect. It ends June 30, 2028, and it can be terminated mutually or if there is no funding available or if ODA believes that the District has failed to perform any of its obligations to carry out H2Ohio. She explained it comes with \$56,250 for both fiscal year 2024 and 2025 each (\$112,500 total). The agreement states that the District will have to maintain the records for 3 years after H2Ohio program completion. Nikki explained that they have had 14 people call and ask about the program with one contract signed, and one in progress. She said that they have sent all the information out on the program, and she believes that people are deciding how they want to sign up for the program. She also said that District has been anticipating that the H2Ohio funding and programs would work their way to Fairfield County ever since it was rolled out in northwestern Ohio when the program first became available in 2019. Doug asked if the money that is being given to the District depends on any parameters being met like a minimum number of people signing up for the program. Nikki said that according to the contract it is a flat rate the District will get no matter what. Nikki also explained that the entire producer's acreage does not need to be within the Fairfield County boundary; wherever the producer signs up is where the acreage comes out of the acreage cap. Dave explained that any producers that are getting a direct payment from a federal program are not eligible to sign up. Doug asked how the acreage limit was calculated for each county. Nikki explained that each county was ranked

by acres farmed, and Fairfield County was ranked one of the highest and that is why the acreage cap is in the largest category (17,500 acres).

Approve to sign the H2Ohio agreement.

Motion: Cheyenne Second: Gregg All in favor

Nikki mentioned that she shared with the board members the dates for the Summer Supervisor School in Toledo, and if any are interested in attending to let Chris know so she can register them. Chad may go for part of a day.

Molly mentioned on Jonathan's behalf that the Eastern Cottontail Solar project had begun their filings with the Power Siting Board on May 8th, and that letters of support had been submitted.

Motion to adjourn at 5:32 p.m.

Motion: Gregg Second: Amber All in favor

Doug Tenney, Chair

Amber Hoisington, Secretary

Minutes by:

Financial Report by:

Molly Gilleland, Urban/Resource Tech.

Christina Holt, Fiscal Coordinator