

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

Date: October 3, 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: Brent Dennis, Nikki Drake, Chris Holt, and Margaret Roberts

NRCS Staff: Dave Libben

Meeting called to order at 5:04 p.m. by Chair Doug Tenney.

Approval of minutes of September 12, 2024, Special Board Meeting (Annual Meeting)

Motion: Linda Second: Gregg All in favor

Chris explained the financial report was done and emailed prior to the end of the month. She explained that there was an additional receipt (Gorby), and bill (CADD) added to the financial report being reviewed.

Approval of financial report for September 1 - 30, 2024

Motion: Gregg Second: Linda All in favor

RECEIPTS

Star Ohio – interest (August)	\$ 2,341.67	Dist. Fund
Sean Gorby – rental of no-till drill (3 acres) exempt	36.00	“ “
7 Annual Meeting tickets	140.00	“ “
LaMacchia Group – Sediment & Erosion Control Inspection fees for Meijer Replat	3,200.00	“ “
200 flags sold	20.00	“ “
Kevin Stalter – fee to rent no-till drill (exempt)	46.84	“ “
Sean Gorby – tile plan design fee (6-PLE-24)	100.00	“ “
Jim Landis – tile plan design fee (27-LIB-24)	<u>100.00</u>	“ “
Total Receipts District Fund \$5,984.51		
City of Pickerington – MS4 funds	\$ 9,000.00	Spec. Fund
Liberty Township – MS4 funds	2,500.00	“ “
Reincumbered – CBI Systems (MS4 software-ceased all sales in 2023)	<u>6,728.00</u>	“ “
Total Receipts Special Fund \$18,228.00		

BILLS

Verizon Wireless – Ck#5665 – monthly bill (297.89 urban; \$98.22 TSP)	\$ 396.11	Dist. Fund
Cheers Chalet – Ck#5666 – annual mtg. meal for 47 plus fees & expenses	919.90	“ “
The Wagnalls Memorial – Ck#5667 – donation for use of community room for 9-12 Annual Meeting	100.00	“ “
Vinton Co. National Bank – Ck#5668 – Visa (ammonia test strips; microwave; toggle switch for John Deere Gator)	103.87	“ “
Target Business Services – Ck#5669 – new window decals (8) for vehicles	259.44	“ “
Stebelton Snider – Ck#5670 – legal costs for solar intervention (7/24-8/28/24)	2,000.00	“ “
RMUS – Ck#5671 – 1 year renewal of RMUS Fleet Management for drone	240.00	“ “
CADD Microsystems – Ck#5672 – 3 Bluebeam Core new user annual subscriptions	<u>990.00</u>	“ “
Total Expenses District Fund \$5,009.32		
Salaries (9/6 & 9/20)	L-1 33,445.38	Spec.Fund
Health Insurance	L-13 9,179.40	“ “
Workers Compensation	L-12 48.86	“ “
Life Insurance	L-13 17.10	“ “
Medicare	L-12a 458.68	“ “
PERS	L-11 <u>4,682.34</u>	“ “
Total Salaries & Benefits \$47,831.76		

CloudCompli – PO#6456 – fee for additional user (9/1/24-1/31/25)	L-5	\$417.00	Spec. Fund
Lancaster Fairfield Co. Chamber of Commerce – PO#6552 – 6 staff to 8/27	L-9	175.00	“ “
State of Fairfield County & M. Roberts reg. to 8/20 YPFC Professional Development Workshop			
Vinton Co. National Bank – PO#6553 – Visa (oil change & tire rotation on 2017 Dodge RAM, 2022 Ford Explorer and 2024 Ford F-250; new tire for enclosed trailer)	L-4	301.40	“ “
ComDoc, Inc. – PO#6685 – copier maintenance (9/3-12/2/24) & excess color charges (6/3-9/2/24)	L-4	374.49	“ “
Keytel Systems – PO#6686 – IT services (Oct. – Dec.)	L-5	2,980.60	“ “
Alloway – PO#6740 – Buckeye Lake Watershed testing	L-5	<u>246.00</u>	“ “
Total Expenses Special Fund (Purchase Orders) \$4,494.49			

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2		
9/9 Monthly fuel bill		\$628.05	
		<i>Current Balance</i>	\$259.73
Charter Communications – Blanket PO#5122	L-5		
9/9 Monthly internet service		\$124.98	
		<i>Current Balance</i>	\$374.94

DISTRICT FUND BALANCES AS OF 9/30/24

\$717,277.02	Total balance in District Account	
	\$510,756.52 - Balance in Star Ohio	
	\$206,520.50 - Balance in District Checking Account	
\$447,393.63	Amount to be used only for the following programs/grants/etc.:	
	\$236,746.59 - 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	
	\$84,277.96 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$269,883.39	Total undedicated funds	

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$10.88
Ending Balance \$10.88

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 9/30/24:

Balance in Budgeted Appropriation Account - \$256,111.93
Balance in Special Account – \$346,052.22 (Actual Cash)

2024/2025 STATE MATCH

Amount allocated - \$298,363.00 Outstanding balance (to be received in 2024/2025) - \$223,773.00
Received to date - \$74,590.00

Special Fund Account Balances

L-1 Salaries \$139,819.46	L-10 Advertising & Printing \$2,450.78
L-2 Supplies \$2,530.59	L-11 PERS \$21,742.81
L-3 Equipment \$7,326.09	L-12 Worker's Comp. \$4,008.07
L-4 Repair & Maintenance \$4,220.25	L-12a Unemployment \$10.00
L-5 Contract Services \$5,184.34	L-12a Medicare \$2,533.81
L-6 Rentals/Lease \$0	L-13 Health Insurance \$58,175.50
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$109.00
L-8 Scholarship \$0	Vacation Payout \$2,143.23
L-9 Travel Reimbursement \$558.00	

Vacation, Sick & Comp Leave Balances (as of 9/20/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Brent Dennis	274.49	7.704	6.38	8	0
Nikki Drake	1800.99	596.3782	19.53	24.75	0
Jonathan Ferbrache	565.50	435.832	8.01	2.5	0
Molly Gilleland	104.85	36.134	20.75	32	0
Christina Holt	1377.18	531.518	22.52	16.50	0
Chad Lucht	2851.06	543.44	8.54	31	11.75
Margaret Roberts	41.4	27.936	18.13	24	0
Lauren Vires	106.59	68.8716	11.75	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (August) \$ 102.44

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 9/30/24:

\$249,376.83 Total Cash Balance
 \$5,272.33 - 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 September 2024

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 9/1/24	\$ 380,150.47	Beg. Balance 9/1/24	\$ 207,886.98
Receipts	\$ 18,228.00	Receipts	\$ 3,642.84
Expenses	\$ 4,494.49	Expenses	\$ 5,009.32
Salaries & Benefits	\$ 47,831.76	End Balance 9/30/24	\$ 206,520.50
End Balance 9/30/24	\$ 346,052.22		

Budget Appropriations	
Beg. Balance 9/1/24	\$ 301,710.18
Expenses	\$ 4,494.49
Salaries & Benefits	\$ 47,831.76
Receipts	\$ 6,728.00
End Balance 9/30/24	\$ 256,111.93

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 9/1/24	\$ 249,274.39
Receipts	\$ 102.44
Expenses	\$ -
End Balance 9/30/24	\$ 249,376.83

STAR OHIO - District Fund	
Beg. Balance 9/1/24	\$ 508,414.85
Receipts	\$ 2,341.67
Expenses	\$ -
End Balance 9/30/24	\$ 510,756.52

There were no public comments.

There were no standing committees.

Dave gave the NRCS report (no written report was available). They are in the new fiscal year for NRCS. There is discussion for drought assistance through the Farm Service Agency, with a focus on forages and water. Also, discussions about opening up ECP for alternative/failed water systems. The two most useful being public tap or spring developments.

Nikki announced the election results, both Linda and Doug were re-elected to serve another 3-year term starting January 1, 2025.

Chris explained that when Josh Troyer resigned, he received a vacation leave payout and that there needs to be a transfer to that vacation leave payout account to allow staff to elect up to 80 hrs. of vacation leave payout.

Motion to approve the fund-to-fund transfer of \$4,209 from L-1 Salaries to Vacation Payout.

Motion: Gregg Second: Amber All in favor: Yes

Nikki stated that in the administrative update that Cody Hacker sends out, there was a survey created to poll board members to evaluate training and onboarding experience.

Motion to adjourn at 5:14 p.m.

Motion: Gregg Second: Cheyenne All in favor: Yes

Doug Tenney, Chair

Amber Hoisington, Secretary

Financial Report & Minutes by:

Christina Holt, Fiscal Coordinator