

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

Date: September 12, 2024

Location: Wagnalls Memorial Library Community Room, 150 E. Columbus St., Lithopolis, OH

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

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

Others: Cody Hacker, ODA Program Specialist

Prior to the September board meeting this evening, the Annual Meeting of Fairfield SWCD was held from 5:30 – 8:00 p.m. Cheers Chalet catered the meal, and there were 45 people in attendance. Awards were given out to the following: City of Pickerington (Don Rector, Greg Butcher & Nick Derksen) – 2023 Conservation Partner of the Year Award; 2023 Cooperator Award to Mark Boving (Boving Family Farms); Joe Steiger – 2023 Conservation Educator of the Year Award. Cody Hacker conducted the election. Emily McClay of Wagnalls Memorial took those interested on a tour of the library sharing the unique history of the building and architecture, art on display, and Mabel Wagnalls’ family who started it all.

Meeting called to order at 8:01 p.m. by Chair Doug Tenney.

Approval of minutes of August 8, 2024, Board Meeting

Motion: Gregg Second: Cheyenne All in favor

Approval of financial report for August 1 - 31, 2024

Motion: Gregg Second: Amber All in favor

RECEIPTS

Star Ohio – interest (July)	\$ 2,333.24	Dist. Fund
Mark Peters – tile plan design fee (15-HOC-24)	100.00	“ “
Lancaster Port Authority – tile plan design fee (19-HOC-24)	100.00	“ “
Bachman – fee to rent seeder (exempt)	46.84	“ “
Cody Frank – fee & rental of no-till drill (16.8 acres) exempt	248.44	“ “
Brian Ortman – fee to rent no-till drill (exempt)	46.84	“ “
Brian Ortman – no-till drill rental (3 acres) exempt	36.00	“ “
18 annual meeting tickets	360.00	“ “
100 flags sold	10.00	“ “
Sales tax collected	.68	“ “
Bachman – rental of no-till seeder (10.2 acres) exempt	122.40	“ “
Violet Township – DESC funds (April – June 2024)	4,800.00	“ “
Village of Lithopolis – DESC funds (April – June 2024)	4,500.00	“ “
Village of Lithopolis – inspection fees	2,506.08	“ “
Sean Gorby – fee to rent no-till drill (exempt)	<u>46.84</u>	“ “
Total Receipts District Fund	\$15,257.36	
ODA, Soil & Water Conservation – Qtr. 1 state match payment	\$ 74,590.00	Spec. Fund
Violet Township – MS4 funds	<u>9,000.00</u>	“ “
Total Receipts Special Fund	\$83,590.00	

BILLS

Ink My Logo – Ck#5656 – pet bag dispensers (250) and refills (250)	\$ 971.38	Dist. Fund
USPS – Ck#5657 – postage to mail August newsletters	305.14	“ “
Scioto Sign Co. – Ck#5658 – cooperator of the year award sign	30.00	“ “
Ohio Department of Agriculture – Ck#5659 – renewal of pesticide business license	105.00	“ “

& 2 staff applicator's licenses			
Verizon Wireless – Ck#5660 – monthly bill (\$297.89 urban; \$98.22 TSP)	396.11	“	“
Ohio Township Association – Ck#5661 – membership fee (1 year)	16.00	“	“
Vinton Co. National Bank – Ck#5662 – Visa (light set & bar/hardware for F-250)	1,211.56	“	“
Lancaster Eagle-Gazette – Ck#5663 – subscription renewal (9/1/24-8/31/25)	401.00	“	“
EnviroCert International Inc. – Ck#5664 – CPESC & CESSWI renewals for C. Lucht & J. Ferbrache	<u>640.00</u>	“	“

Total Expenses District Fund \$4,076.19

Salaries (8/9 & 8/23)	L-1	38,178.64	Spec.Fund
Health Insurance	L-13	8,468.60	“ “
Workers Compensation	L-12	129.81	“ “
Vacation Payout (Josh Troyer)		6,801.77	“ “
Life Insurance	L-13	14.25	“ “
Medicare	L-12a	627.76	“ “
PERS	L-11	<u>4,960.01</u>	“ “

Total Salaries & Benefits \$59,180.84

North End Press – PO#5967 – August newsletter & mailing	L-10	\$1,676.05	Spec. Fund
Alloway – PO#6049 – Buckeye Lake Watershed testing	L-5	246.00	“ “
Vinton Co. National Bank – PO#6055 – Visa (M. Roberts reg. to 2024 Ohio GIS Conference on Sept. 23-24; J. Ferbrache reg. to 2024 Ohio Statewide Floodplain Mgmt Conference on 8/21/24)	L-9	748.00	“ “
Vinton Co. National Bank – PO#6056 – Visa (3 boxes of copy paper)	L-2	119.97	“ “
Lancaster Fairfield County Chamber of Commerce – PO#6239 – 6 staff to 8/15/24 Fairfield County Ag Update	L-9	90.00	“ “
Precision Laser & Instrument – PO#6258 – 2 pack of rechargeable batteries for survey unit	L-3	<u>270.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$3,150.02

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2		
8/8 Monthly fuel bill		\$537.21	
		<i>Current Balance</i>	\$887.78
Charter Communications – Blanket PO#5122	L-5		
8/8 Monthly internet service		\$124.98	
		<i>Current Balance</i>	\$499.92

DISTRICT FUND BALANCES AS OF 8/31/24

\$716,301.83	Total balance in District Account
	\$508,414.85 - Balance in Star Ohio
	\$207,886.98 - Balance in District Checking Account
\$440,875.88	Amount to be used only for the following programs/grants/etc.:
	\$233,546.59 - 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
	\$80,960.21 - Current Staff Liabilities (comp & vacation leave) Assigned Funds
	\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) Assigned Funds
\$275,425.95	Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$33.32

Ending Balance \$10.88

RECEIPTS

None

BILLS

2 newsletters returned at \$1.80/ea.	\$ 3.60
8 newsletters returned, 7 at \$1.80/ea.; 1 at \$.84	13.44
2 newsletters returned at \$.90/ea.	1.80
2 newsletters returned at \$1.80/ea.	<u>3.60</u>
	\$ 22.44

SPECIAL FUND BALANCES AS OF 8/31/24:

Balance in Budgeted Appropriation Account - \$301,710.18

Balance in Special Account – \$380,150.47 (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 \$173,264.84	L-10 Advertising & Printing \$2,450.78
L-2 Supplies \$2,530.59	L-11 PERS \$26,425.15
L-3 Equipment \$598.09	L-12 Worker’s Comp. \$4,056.93
L-4 Repair & Maintenance \$4,896.14	L-12a Unemployment \$10.00
L-5 Contract Services \$8,827.94	L-12a Medicare \$2,992.49
L-6 Rentals/Lease \$0	L-13 Health Insurance \$67,354.90
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$126.10
L-8 Scholarship \$0	Vacation Payout \$2,143.23
L-9 Travel Reimbursement \$733.00	

Vacation, Sick & Comp Leave Balances (as of 8/23/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Nikki Drake	1791.79	590.7202	14.28	24.75	0
Jonathan Ferbrache	570.80	428.424	8.01	2.5	0
Molly Gilleland	95.65	29.926	23.75	32	0
Christina Holt	1367.98	516.11	14.64	32	0
Chad Lucht	2841.86	528.032	1.42	31	17.75
Margaret Roberts	32.2	21.728	11.38	24	0
Lauren Vires	100.14	62.6636	2.75	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 112.63

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 8/31/24:

\$249,274.39 Total Cash Balance
 \$5,169.89 - 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 August 2024

SPECIAL FUND - Cash Balance	
Beg. Balance 8/1/24	\$ 358,891.33
Receipts	\$ 83,590.00
Expenses	\$ 3,150.02
Salaries & Benefits	\$ 59,180.84
End Balance 8/31/24	\$ 380,150.47

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 8/1/24	\$ 199,039.05
Receipts	\$ 12,924.12
Expenses	\$ 4,076.19
End Balance 8/31/24	\$ 207,886.98

SPECIAL FUND - Budget Appropriations	
Beg. Balance 8/1/24	\$ 364,041.04
Expenses	\$ 3,150.02
Salaries & Benefits	\$ 59,180.84
Receipts	\$ -
End Balance 8/31/24	\$ 301,710.18

DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 8/1/24	\$ 249,161.76
Receipts	\$ 112.63
Expenses	\$ -
End Balance 8/31/24	\$ 249,274.39

STAR OHIO - District Fund	
Beg. Balance 8/1/24	\$ 506,081.61
Receipts	\$ 2,333.24
Expenses	\$ -
End Balance 8/31/24	\$ 508,414.85

Cody Hacker, ODA Program Specialist, stated that the HR toolkit is set up through the Federation website. The State Match 2nd qtr. payment will be available mid-October. The Area 5 Winter meeting is scheduled for Wednesday, December 4th at Emmett Chapel in Circleville.

There were no standing committee reports. Lauren was congratulated for a job well done in planning this year’s annual meeting.

Lauren would like to attend two separate workshop/training opportunities: a 3-day OFSWCD Educator Workshop on October 22-24 in Archbold, Ohio and a 2-day Project Wild Facilitator training at Punderson State Park. Both of these would require overnight accommodation as they are over 50 miles of travel.

Motion to approve Lauren Vires overnight accommodation at both the OFSWCD Educator Workshop and Project Wild Facilitator Training.

Motion: Cheyenne Second: Gregg All in favor

Jonathan discussed a draft letter of support for the Perry County Park District's "Honey Creek Park and Wetland Restoration at Buckeye Lake Project." The group Buckeye Lake for Tomorrow has an opportunity to pursue funding through the Natural Resource Assistance Council (NRAC) and is seeking support. Joint NRAC projects typically rank better if neighboring NRAC members are supportive. This is a 50-acre tract of land and is some of the last undisturbed land directly adjacent to Buckeye Lake and Honey Creek.

Motion to approve the letter of support to the Perry County Park District for the "Honey Creek Park and Wetland Restoration at Buckeye Lake Project." Doug signed.

Motion: Cheyenne Second: Gregg All in favor

Nikki explained that the following need to be changed in the employment policy: the addition of Brent's work hours; overnight travel approval change from Board to District Manager.

Motion to approve the following changes to the Employment Policy:

- **Page 34, replace Josh Troyer with Brent Dennis 7:15 a.m. – 3:45 p.m.**
- **Page 43, under lodging, "Lodging must be authorized in advance by: replace the SWCD Board of Supervisors with District Manager"**

Motion: Amber Second: Gregg All in favor

Motion to adjourn at 8:14 p.m.

Motion: Gregg Second: Amber All in favor

Doug Tenney, Chair

Amber Hoisington, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator