

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

Date: February 13, 2025

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

Board of Supervisors in attendance: Gregg Pontius, Linda Claypool, Doug Tenney joined by teleconference due to traveling back from the NACD National meeting in Utah
Cheyenne Erb & Amber Hoisington were unable to attend

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

Others: Bryan Everitt with Dagger Law (represents National Grid Renewables-Carnation Solar) attended through the public comments portion of the meeting.

Meeting called to order at 5:00 p.m. by Gregg Pontius (Vice-Chair) due to Doug attending via teleconference.

Approval of minutes of January 9, 2025, Board Meeting

Motion: Linda Second: Doug All in favor

Approval of financial report for January 1 – 31, 2025

Motion: Linda Second: Doug All in favor

RECEIPTS

Star Ohio – interest (December)	\$ 2,398.57	Dist. Fund
Sales Tax Collected	34.16	“ “
Brad Berry – fee for two tile plan designs	200.00	“ “
Copies sold	10.00	“ “
Aaron Kull – 2 - 2025 affiliate memberships	150.00	“ “
34 wildlife packets sold	591.00	“ “
Blosser – tile plan design fee (1-LIB-25)	<u>100.00</u>	“ “

Total Receipts District Fund \$3,483.73

ODA, Soil & Water Conservation – Qtr. 3 state match	\$ 74,590.00	Spec. Fund
County Appropriation – 1 st half allocation	<u>173,400.00</u>	“ “

Total Receipts Special Fund \$247,990.00

BILLS

Verizon Wireless – Ck#5689 – final bill, equipment buyout & prorated bill	\$ 1,197.16	Dist. Fund
Rosemary Beiter – Ck#5690 – 2 nd payment of scholarship (2024 recipient)	500.00	“ “
Ohio Department of Taxation – ACH – sales tax owed for period of 7/1-12/31/24	52.23	“ “
Ohio Department of Ag – Ck#5691 – Dealer in Nursery Stock license renewal (1 yr)	125.00	“ “
Rachel Weaver – Ck#5692 – 2 nd payment of scholarship (2024 recipient)	500.00	“ “
Stebelton Snider – Ck#5693 – solar intervention (December)	1,225.00	“ “
Vinton Co. National Bank – Ck#5694 – Visa (Uplift desk for new employee)	1,484.00	“ “
Millersport Sweet Corn Festival Inc. – Ck#5695 – down payment for rental of space for annual meeting in September	<u>150.00</u>	“ “

Total Expenses District Fund \$5,233.39

Salaries (1/10 & 1/24)	L-1 34,573.56	Spec.Fund
Health Insurance	L-13 8,890.10	“ “
Health EAP	2.11	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 473.63	“ “
PERS	L-11 <u>4,728.29</u>	“ “

Total Salaries & Benefits \$48,687.64

WEX Bank – Blanket PO#1187 – monthly fuel bills	L-2	3,000.00	Spec. Fund
Charter Communications – Blanket PO#1250 – monthly internet charges	L-5	749.88	“ “
Keytel Systems – PO#2021 – IT support for January	L-5	1,235.00	“ “
Keytel Systems – PO#2463 – IT support for February	L-5	1,235.00	“ “
BW Tire Pickerington – PO#2677 – Oil change on Ford F-250	L-4	119.96	“ “
Chad Lucht – PO#2702 – reimb. parking expenses at OFSWCD Annual Partnership meeting on 1/22	L-9	<u>16.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$6,355.84

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#1187	L-2	
1/8 Monthly fuel bill		\$310.07
		<i>Current Balance \$2,689.93</i>

Charter Communications – Blanket PO#1250	L-5	
1/8 Monthly internet service		\$129.98
		<i>Current Balance \$619.90</i>

DISTRICT FUND BALANCES AS OF 1/31/25

\$790,731.92	Total balance in District Account
	\$619,624.56 - Balance in Star Ohio
	\$171,107.36 - Balance in District Checking Account
\$463,159.68	Amount to be used only for the following programs/grants/etc.:
	\$242,490.59 - 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
	\$80,372.40 - Current Staff Liabilities (comp & vacation leave) Assigned Funds
	\$115,569.88 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) Assigned Funds
\$327,572.24	Total undedicated funds

CHANGE FUND CASH - \$50

PETTY CASH

Beginning Balance \$35.00

Ending Balance \$35.00

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 1/31/25:

Balance in Budgeted Appropriation Account - \$737,281.52

Balance in Special Account – \$434,279.57 (Actual Cash)

2024/2025 STATE MATCH

Amount allocated - \$298,363.00

Received to date - \$223,770.00

Outstanding balance (to be received in 2024/2025) - \$74,593.00

Special Fund Account Balances

L-1 Salaries \$455,426.44	L-10 Advertising & Printing \$5,600.00
L-2 Supplies \$6,000.00	L-11 PERS \$63,271.71
L-3 Equipment \$4,600.00	L-12 Worker's Comp. \$7,350.00
L-4 Repair & Maintenance \$4,080.04	L-12a Unemployment \$10.00
L-5 Contract Services \$37,980.12	L-12a Medicare \$6,676.37
L-6 Rentals/Lease \$0	L-13 Health Insurance \$130,109.90
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$266.05
L-8 Scholarship \$50	Vacation Payout \$6,353.00
L-9 Travel Reimbursement \$4,184.00	Health EAP \$23.89

Vacation, Sick & Comp Leave Balances (as of 1/24/25)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Brent Dennis	310.14	77.04	5.38	24	0
Nikki Drake	1842.39	541.2142	8.28	32	0
Jonathan Ferbrache	594.15	413.168	3.89	32	0
Christina Holt	1418.58	553.854	.02	32	0
Chad Lucht	2841.46	520.276	.17	32	47.75
Margaret Roberts	82.80	52.020	2.88	24	0
Lauren Vires	147.24	96.8076	3.38	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 109.45

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/25:

\$249,797.27 Total Cash Balance
 \$5,692.77 - 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 January 2025

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 1/1/25	\$ 241,333.05	Beg. Balance 1/1/25	\$ 175,255.59
Receipts	\$ 247,990.00	Receipts	\$ 1,085.16
Expenses	\$ 6,355.84	Expenses	\$ 5,233.39
Salaries & Benefits	\$ 48,687.64	End Balance 1/31/25	\$ 171,107.36
End Balance 1/31/25	\$ 434,279.57	DEDICATED CONSERVATION FUND - District Fund	
Budget Appropriations		Beg. Balance 1/1/25	\$ 249,687.82
Beg. Balance 1/1/25	\$ 792,325.00	Receipts	\$ 109.45
Expenses	\$ 6,355.84	Expenses	\$ -

Salaries & Benefits	\$ 48,687.64	End Balance 1/31/25	\$ 249,797.27
Receipts	\$ -	STAR OHIO - District Fund	
End Balance 1/31/25	\$ 737,281.52	Beg. Balance 1/1/25	\$ 617,225.99
		Receipts	\$ 2,398.57
		Expenses	\$ -
		End Balance 1/31/25	\$ 619,624.56

Bryan Everitt with Dagger Law and representing National Grid Renewables on the Carnation Solar Project in Amanda passed around an updated newsletter on the project. He answered some of the questions that were asked the last time he attended the board meeting. There was discussion regarding the handling of damaged solar panels on-site.

There were no standing committee reports.

Dave gave the NRCS report. All Inflation Reduction Act (IRA) contracts are on hold for now. There is currently a hiring freeze. There are no new sign-ups for the Conservation Reserve Program (CRP) until a new/extended Farm Bill. Dave attended the Ohio Forage & Grassland Conference on February 7th.

The Equipment Inventory List was discussed, along with items that were removed from the list.

Approve the Equipment Inventory List as of 12/31/2024 & the following Inventory Retirement Forms:

Work surface/desk with hinged door hutch & articulating keyboard (no tag #)

Office chair (no tag #)

Motion: Linda Second: Doug All in favor

Gregg Pontius signed.

Chris reported that the Dedicated Conservation Fund (DCF – Vinton County National Bank) will soon be over the FDIC insured amount. She would like to move expenses in the amount of \$1,309.08, which represents the period of July 1, 2017 – March 31, 2018, from Vinton Co. National Bank and deposit into Chase Bank account.

Approve the transfer of \$1,309.08 from the Vinton Co. National Bank account to the Chase Bank account.

Motion: Linda Second: Doug All in favor

Chad discussed the hiring of a new Urban Stormwater Technician. He thanked Nikki and Margaret for their assistance in the process. There was a total of nine applications received for the position, and three were interviewed. He would like to hire Charlotte Solomon, an OSU graduate with a B.S. degree in Environmental Science, along with a master's degree. Her hiring would be contingent on a background check and drug test. Her tentative start date would be March 10th.

Approve the hiring Charlotte Solomon as Urban Stormwater Technician at a starting pay of \$20.01 per hour, contingent on background check and drug test.

Motion: Linda Second: Doug All in favor

The purchase of a new copier was discussed. Chad and Chris have been looking at a couple different copy machines, one being a traditional toner version and the other an ink-based copier (less expensive).

Approve the purchase of a new copier not to exceed \$11,000 with Nikki Drake to sign purchase agreement.

Motion: Doug Second: Linda All in favor

The 2025 Annual Plan of Work was mailed prior to meeting and reviewed. The final completed 2024 Annual Plan of Work was passed around and reviewed. Most items not completed were moved to 2025.

Approve the 2025 Annual Plan of Work as presented.

Motion: Linda Second: Doug All in favor

Board signed.

The CloudCompli subscription invoice was received. The current invoice is for \$3,000; however, we may receive another invoice later with the addition of the newly hired employee. It costs \$1,000 for each user of the software; currently Chad, Margaret, and Josh (Hunter's Run). Nikki discussed having a motion to allow the payment of the CloudCompli and AutoCAD subscription yearly renewals without having to have the board approve each time since they are needed ongoing subscriptions.

Approve paying the current CloudCompli invoice of \$3000 with potential \$1000 additional for the new employee and allow Nikki Drake to approve the payment/continuing costs of future CloudCompli and AutoCAD subscription renewals.

Motion: Linda Second: Doug All in favor

Nikki discussed the Drought Assistance Program through the Ohio Department of Agriculture. This program is available to livestock producers with land enrolled in the USDA FSA Livestock Forage Disaster Program (LFP). Fairfield County was designated as a primary natural disaster area by the USDA Secretary of Agriculture between August 19th and September 16th due to the drought. There is an application to apply, and payments are estimated to be a 30-40% match on FLP funds. Receiving these funds will put the Chase checking account over the FDIC amount; however, Chris discussed it with our representative from Chase Bank and it should be fine since it will be a short period of time.

Approve the agreement with ODA for the Drought Relief Funding and allow staff to write checks with no limitations on amounts based on ODA spreadsheet numbers.

Motion: Linda Second: Doug All in favor

Gregg Pontius signed.

A Timber Harvest Plan Notice of Intent (NOI) was submitted on behalf of the Rushcreek Conservancy District. Jonathan reviewed the details of the plan.

Approve the Timber Harvest Plan Notice of Intent (NOI) for Rushcreek Conservancy District, as submitted.

Motion: Linda Second: Doug All in favor

Gregg Pontius signed.

Nikki gave an update on the proposal to EDF for the intervention of the Eastern Cottontail project. A counterproposal has not been received to date. They indicated that one of their attorneys would be working on the body of a memo of understanding. Carnation Solar project (1,650 acres) in Amanda Twp. has filed with the Ohio Power Siting Board. Jonathan has reviewed their application, and he handed out maps of the project. Jonathan stated that the Eastern Cottontail project evidentiary hearings for those intervening will be convened on March 3rd and 4th, at which time, evidence/studies will be submitted.

Motion to adjourn at 5:45 p.m.

Motion: Doug Second: Linda All in favor

Doug Tenney, Chair

Gregg Pontius, Vice-Chair

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator