

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

Date: January 9, 2025

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

Board of Supervisors in attendance: Amber Hoisington, Gregg Pontius, Linda Claypool, Cheyenne Erb (arrived at 5:18 p.m.), Doug Tenney (arrived at 5:46 p.m.)

District Staff: Brent Dennis, Nikki Drake, Jonathan Ferbrache (5:15 p.m.), Chris Holt, Chad Lucht, Lauren Vires, Margaret Roberts

Others: Cody Hacker, ODA Lead Program Specialist & Morgan Lyles with Stebelton Snider (5:32 p.m. - FSWCD solar intervention legal counsel)

Board member Doug Tenney was sworn into his second term by Pickaway County Judge P. Randall Knece at the Area 5 Winter Meeting at Emmett Chapel in Circleville on 12/4/24. Linda Claypool was sworn in prior to the board meeting by Fairfield County Commissioner Jeff Fix at the Fairfield Co. Ag Center.

Meeting called to order at 5:04 p.m. by Gregg Pontius (previous year's Vice-Chair).

The Board reorganization took place. Gregg opened nominations for Chair. *Linda Claypool made a motion to nominate Doug Tenney for Chair. Amber Hoisington seconded. Linda moved to close nominations for Chair. Amber seconded. A roll call vote was taken: all in favor.* Motion carried. Doug Tenney was elected Board Chair for 2025.

Gregg opened nominations for Vice-Chair. *Amber made a motion to nominate Gregg for Vice-Chair. Linda seconded. Amber moved to close nominations for Vice-Chair. Linda seconded. A roll call vote was taken: all in favor.* Motion carried. Gregg Pontius was elected Board Vice-Chair for 2025.

Gregg opened nominations for Secretary. *Amber made a motion to nominate Linda as Secretary. Linda made a motion to nominate Cheyenne. Amber withdrew her nomination of Linda and seconded the motion to nominate Cheyenne. Linda moved to close nominations for Secretary. Amber seconded. A roll call vote was taken: all in favor.* Motion carried. Cheyenne Erb was elected Board Secretary for 2025.

Gregg opened nominations for Treasurer. *Amber made a motion to nominate Linda Claypool as Treasurer. Gregg seconded. Amber moved to close nominations for Treasurer. Linda seconded. A roll call vote was taken: all in favor.* Motion carried. Linda Claypool was elected Board Treasurer-Fiscal Agent for 2025.

Therefore, the 2025 Board positions are as follows:

Chair – Doug Tenney
Vice-Chair – Gregg Pontius
Treasurer-Fiscal Agent – Linda Claypool
Secretary – Cheyenne Erb
Member – Amber Hoisington

Approval of minutes of December 12, 2024, Board Meeting & Records Commission Meeting

Motion: Linda Second: Amber All in favor

Approval of financial report for December 1 - 31, 2024

Motion: Linda Second: Amber All in favor

RECEIPTS

Star Ohio – interest (November)
4 plat books sold

\$ 2,054.89 Dist. Fund
74.96 “ “

Millersport Agri Service – 2025 affiliate membership	75.00	“	“
Violet Township – DESC Funds (July-Sept.)	3,300.00	“	“
ODA, Div. of Soil & Water – H2Ohio technical assistance funds	56,250.00	“	“
Village of Lithopolis – DESC (July – Sept.)	3,900.00	“	“
Village of Lithopolis – Sediment & Erosion Control fees	1,610.05	“	“
Fairfield County Antique Tractor Club – 2025 affiliate membership	75.00	“	“
1,800 flags sold	180.00	“	“
Lowell Miller – tile plan design fee	100.00	“	“
Farm Credit Mid America – 2025 affiliate membership	75.00	“	“
Dave Cain Excavating – 2025 affiliate membership	75.00	“	“
Ruff Agri Services – 2025 affiliate membership	75.00	“	“
Violet Township – pesticide work (6/28 – 8/23/24)	1,652.84	“	“
Larry Keller – tile plan design fee	100.00	“	“
Sales tax collected	<u>17.19</u>	“	“
Total Receipts District Fund \$69,614.93			
Reincumbered – WEX Bank – PO#0907	\$ 90.26	Spec. Fund	
Total Receipts Special Fund \$90.26			

BILLS

Pickerington Area Chamber of Commerce – Ck#5682 – 2025 membership	\$ 225.00	Dist. Fund
Verizon Wireless – Ck#5683 – monthly bill (\$298.10 urban; \$98.32 TSP)	396.42	“ “
Transfer from Chase Bank account to Star Ohio account – Wire	100,000.00	“ “
Chase Bank – Auto – fee to wire funds to Star Ohio account	35.00	“ “
Fairfield Federal Savings & Loan – Ck#5684 – safe deposit box fee (1 year)	30.00	“ “
Vinton Co. National Bank – Ck#5685 – registration for 5 staff & 1 board member to attend 12/4 Area 5 Winter Meeting	138.00	“ “
Lancaster Fairfield Co. Chamber of Commerce – Ck#5686 – membership renewal	350.00	“ “
T-Mobile – Ck#5687 – prorated monthly bill & equipment (\$1,261.56 urban; \$179.59 TSP funds)	1,441.15	“ “
ComDoc – Ck#5688 – copier maintenance agreement base charge (12/3/24-3/2/25) & excess color charges (9/3 – 12/2/24)	<u>409.59</u>	“ “

Total Expenses District Fund \$103,025.16

Salaries (12/13 & 12/27)	L-1 33,773.53	Spec.Fund
Health Insurance	L-13 8,890.10	“ “
Health EAP	2.11	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 464.19	“ “
PERS	L-11 <u>4,728.29</u>	“ “

Total Salaries & Benefits \$47,878.17

Vinton Co. National Bank – PO#8120 – Visa (Misc. supplies)	L-2 487.51	Spec. Fund
Vinton Co. National Bank – PO#8121 – Visa (ladder for shed & cart)	L-3 358.65	“ “
Alloway – PO#8123 – Buckeye Lake water sample testing	L-5 270.00	“ “
Fairfield County Auditor – Res#2024-12.10.j – ArcGIS online license fees	L-5 <u>1900.00</u>	“ “

Total Expenses Special Fund (Purchase Orders) \$3,016.16

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#0907	L-2	
12/9 Monthly fuel bill		\$266.87
		<i>Current Balance \$90.26</i>
Charter Communications – Blanket PO#5122	L-5	
12/9 Monthly internet service		\$124.98
		<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 12/31/24

\$792,481.58 Total balance in District Account

\$617,225.99 - Balance in Star Ohio

\$175,255.59 - Balance in District Checking Account

\$446,889.08 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**

\$78,029.41 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

\$101,642.27 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) **Assigned Funds**

\$345,592.50 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 12/31/24:

Balance in Budgeted Appropriation Account - \$59,131.61

Balance in Special Account – \$241,333.05 (Actual Cash)

2024/2025 STATE MATCH

Amount allocated - \$298,363.00

Outstanding balance (to be received in 2024/2025) - \$149,183.00

Received to date - \$149,180.00

Special Fund Account Balances

L-1 Salaries \$7,691.48

L-2 Supplies \$247.21

L-3 Equipment \$6,687.46

L-4 Repair & Maintenance \$4,120.27

L-5 Contract Services \$1,763.36

L-6 Rentals/Lease \$0

L-7 Specialized Services \$81.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$110.24

L-10 Advertising & Printing \$2,450.78

L-11 PERS \$4,018.99

L-12 Worker's Comp. \$3,825.01

L-12a Unemployment \$10.00

L-12a Medicare \$675.42

L-13 Health Insurance \$27,396.10

L-13 Life Insurance \$52.00

Vacation Payout \$1.62

Health EAP \$.67

Vacation, Sick & Comp Leave Balances (as of 12/31/24)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Brent Dennis	300.94	61.632	.13	0	0
Nikki Drake	1833.19	525.8062	.03	0	0
Jonathan Ferbrache	585.95	421.76	.14	0	0
Christina Holt	1409.38	541.196	.02	0	0
Chad Lucht	2832.26	504.868	.17	0	48
Margaret Roberts	73.60	49.312	2.88	16	0
Lauren Vires	138.04	90.5996	8.5	8	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (November) \$ 99.15

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/24:

\$249,687.82 Total Cash Balance
 \$5,583.32 - 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 December 2024

SPECIAL FUND - Cash Balance		DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 12/1/24	\$ 292,137.12	Beg. Balance 12/1/24	\$ 210,720.71
Receipts	\$ 90.26	Receipts	\$ 67,560.04
Expenses	\$ 3,016.16	Expenses	\$ 103,025.16
Salaries & Benefits	\$ 47,878.17	End Balance 12/31/24	\$ 175,255.59
End Balance 12/31/24	\$ 241,333.05	DEDICATED CONSERVATION FUND - District Fund	
Budget Appropriations		Beg. Balance 12/1/24	\$ 249,588.67
Beg. Balance 12/1/24	\$ 109,935.68	Receipts	\$ 99.15
Expenses	\$ 3,016.16	Expenses	\$ -
Salaries & Benefits	\$ 47,878.17	End Balance 12/31/24	\$ 249,687.82
Receipts	\$ 90.26	STAR OHIO - District Fund	
End Balance 12/31/24	\$ 59,131.61	Beg. Balance 12/1/24	\$ 515,171.10
		Receipts	\$ 102,054.89
		Expenses	\$ -
		End Balance 12/31/24	\$ 617,225.99

Cody Hacker, ODA Lead Program Specialist, discussed Regional Conservation Partnership Program (RCPP) funding for grazing operations, available late summer/fall. Also, an approved \$10 million in drought relief funding from the state of Ohio to support those affected by the drought will be forthcoming with more details at a later date. State match payments (3rd qtr.) have been sent to SWCDs.

The nominating committee for 2025 was discussed. Gregg appointed Doug as Chair of the nominating committee. Doug will need to select two individuals to join him on the committee.

Jonathan Ferbrache joined the meeting at 5:15 p.m.

The Ohio Ethics Law was reviewed along with a list of all MOUs.

Cheyenne Erb joined the meeting at 5:18 p.m.

The Operational Policy Book was discussed and reviewed.

Approval of 2025 Operational Policy Book

Motion: Amber Second: Cheyenne All in favor

The Employment Policy for 2025 was discussed. The following needs to be changed:

- Pages 1, 6 – 2024 to 2025
- 34 – remove Molly, change hours for new hires from 8:00-4:30 to 7:30-4:00 since we now close at 4:00
- 39 – replace Urban/Resource Tech with Urban Stormwater Technician
- 84-85 – vacation policy edits to better reflect our procedure using Form 24

Approve the Employment Policy for 2025 with the above changes.

Motion: Linda Second: Cheyenne All in favor

Approve Nikki Drake, Christina Holt and Chad Lucht as signers on all bank accounts.

Motion: Cheyenne Second: Linda All in favor

The health insurance waiver rate for 2025 was discussed. Employees that elect not to take health care coverage due to having coverage through someone else are eligible for this.

Approve Health Insurance Waiver Rate of \$3,000 family & \$1,200 single for 2025.

Motion: Amber Second: Cheyenne All in favor

The 2025 Board Meeting schedule was discussed. All meetings are currently scheduled for the 2nd Thursday of each month. Lauren is currently working on getting a location for our Annual Meeting in September.

Approve the 2025 FSWCD Board Meeting Schedule.

Motion: Cheyenne Second: Linda All in favor

The Board needs to appoint a designee for Public Records.

Approve to designate Christina Holt as the Board's representative for Open Public Records Training

Motion: Linda Second: Amber All in favor

The Wildlife Specialist agreement for the term 7/1/24-6/30/25 (DOW FY25) with the Division of Wildlife needs to be approved. The reimbursement went from \$17,650 to \$18,020.

Approve the Wildlife Specialist Agreement for 2024/2025. Nikki to sign.

Motion: Cheyenne Second: Amber All in favor

Chad discussed the Violet Township Drainage, Erosion, and Sediment Control (DESC) fees and explained the program. This agreement was implemented in 2006, and the rates have never been increased. He would like to increase the fees by \$200. We will start with Violet and intend to increase DESC fees in other communities.

Approve the increase of \$200 per lot for DESC fees.

Motion: Cheyenne Second: Amber All in favor

Morgan Lyles joined the meeting at 5:32 p.m.

Into executive session to discuss confidential matters on court action (with Morgan Lyles, Atty.) at 5:39 p.m.

Motion: Cheyenne Second: Linda

A roll call vote was taken: Gregg – yes; Linda – yes; Cheyenne – yes; Amber - yes

Doug Tenney joined the meeting at 5:46 p.m.

The Board came out of executive session at 6:30 p.m.

Approve legal counsel on solar intervention to continue discussions on actual project stipulations.

Motion: Amber Second: Doug All in favor

Nikki discussed the OFSWCD Partnership Meeting being held on January 22 and 23 in Columbus.

Motion to adjourn at 6:33 p.m.

Motion: Cheyenne Second: Doug All in favor

Doug Tenney, Chair

Cheyenne Erb, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator