

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

Date: March 13, 2025

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

Board of Supervisors in attendance: Gregg Pontius, Linda Claypool, Doug Tenney, Cheyenne Erb arrived at 5:07 p.m. & Amber Hoisington was unable to attend

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

Meeting called to order at 5:00 p.m. by Doug Tenney, Chair.

Approval of minutes of February 13, 2025, Board Meeting

Motion: Gregg Second: Linda All in favor

Approval of financial report for February 1 – 28, 2025

Motion: Linda Second: Gregg All in favor

RECEIPTS

Star Ohio – interest (January)	\$ 2,384.59	Dist. Fund
Sales Tax Collected	65.40	“ “
1 plat book	18.74	“ “
56 wildlife packets	974.64	“ “
Fairfield SWCD DCF Fund – reimb. bills paid 7/1/17-3/31/18	1,309.08	“ “
Violet Township Trustees – DESC funds (Oct. – Dec. 2024)	6,000.00	“ “
Village of Lithopolis – DESC funds (Oct. – Dec. 2024)	8,100.00	“ “
Village of Lithopolis – inspection fees for Zwayer Woods & Wagnalls Run	532.75	“ “
Copies sold	5.00	“ “
Fairfield County Engineer – pesticide application	776.28	“ “
200 flags	<u>20.00</u>	“ “

Total Receipts District Fund \$20,186.48

BWC Refund	\$ 69.52	Spec. Fund
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Total Receipts Special Fund \$69.52

BILLS

USPS – Ck#5696 – postage to mail February newsletter	\$ 302.11	Dist. Fund
Stebelon Snider – Ck#5697 – legal fees for solar intervention (Walnut) January	1,100.00	“ “
Chase Bank – auto – deposit slips and 160 checks	<u>80.00</u>	“ “

Total Expenses District Fund \$1,482.11

Salaries (2/7 & 2/21)	L-1 33,773.54	Spec.Fund
Health Insurance	L-13 8,890.10	“ “
Health EAP	4.22	“ “
Life Insurance	L-13 19.95	“ “
Medicare	L-12a 462.04	“ “
Workers Comp	L-12 3,721.49	“ “
PERS	L-11 <u>4,728.30</u>	“ “

Total Salaries & Benefits \$51,599.64

Vinton Co. National Bank – PO#2963 – Visa bill (office supplies at Office Max; animal track molds from Acorn Naturalists)	L-2 198.91	Spec. Fund
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Vinton Co. National Bank – PO#2964 – Visa bill (5 staff to OFSWCD	L-9 695.00	“ “
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Annual Partnership Mtg. on 1/22/25; L. Vires registration to attend 2025 Ohio Woodland Water & Wildlife Conference on 5/5/25)

Vinton Co. National Bank – PO#2965 – Visa bill (webcam from Amazon)	L-3	62.95	“	“
OFSWCD – PO#2966 – Ohio Envirothon donation	L-8	50.00	“	“
North End Press – PO#3044 – February 2025 newsletter & mailing	L-10	2,188.80	“	“
CloudCompli – PO#3047 – annual service subscription fee (3/1/25-2/28/26)	L-5	3,000.00	“	“
Key Blue Prints – PO#3050 – 2 rolls of 34x500 paper & 2 ink cartridges	L-2	458.94	“	“
Keytel Systems – PO#3054 – IT support (March)	L-5	1,235.00	“	“
Boyd's Tire & Service – PO#3088 – oil change on F-250	L-4	<u>119.96</u>	“	“
Total Expenses Special Fund (Purchase Orders) \$8,009.56				

BLANKET PURCHASE ORDERS

WEX Bank – Blanket PO#1187	L-2	
2/10 Monthly fuel bill		\$248.74
		<i>Current Balance \$2,441.19</i>

Charter Communications – Blanket PO#1250	L-5	
2/10 Monthly internet service		\$129.98
		<i>Current Balance \$489.92</i>

DISTRICT FUND BALANCES AS OF 2/28/25

\$809,436.29	Total balance in District Account
	\$622,009.15 - Balance in Star Ohio
	\$187,427.14 - Balance in District Checking Account
\$465,681.00	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
	\$82,893.72 - Current Staff Liabilities (comp & vacation leave) Assigned Funds
	\$115,569.88 - Contingent Staff Liabilities (Unemployment–25% of prior year's salaries) Assigned Funds
\$343,755.29	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 2/28/25:

Balance in Budgeted Appropriation Account - \$677,672.32

Balance in Special Account – \$374,739.89 (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 \$421,652.90	L-10 Advertising & Printing \$3,411.20
L-2 Supplies \$5,342.15	L-11 PERS \$58,543.41
L-3 Equipment \$4,537.05	L-12 Worker's Comp. \$3,628.51
L-4 Repair & Maintenance \$3,960.08	L-12a Unemployment \$10.00
L-5 Contract Services \$33,745.12	L-12a Medicare \$6,214.33
L-6 Rentals/Lease \$0	L-13 Health Insurance \$121,219.80
L-7 Specialized Services \$5,300.00	L-13 Life Insurance \$246.10
L-8 Scholarship \$0	Vacation Payout \$6,353.00
L-9 Travel Reimbursement \$3,489.00	Health EAP \$19.67

Vacation, Sick & Comp Leave Balances (as of 2/21/25)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>	<u>Personal Leave</u>	<u>Personal Wellness</u>
Brent Dennis	316.59	92.448	5.38	24	0
Nikki Drake	1850.09	556.6222	5.91	32	0
Jonathan Ferbrache	602.10	428.576	3.89	25.25	0
Christina Holt	1427.78	561.012	3.77	32	0
Chad Lucht	2850.66	526.184	1.67	32	45.25
Margaret Roberts	90.25	58.228	7.38	24	0
Lauren Vires	156.44	103.0156	8.63	24	0

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (January) \$ 106.08

BILLS

Fairfield SWCD (Chase Bank) – Ck#1015 – reimb. bills paid (7/1/17-3/31/18) 1,309.08

DEDICATED CONSERVATION FUND BALANCE AS OF 2/28/25:

\$248,594.27 Total Cash Balance
 \$5,798.85 - Interest Earned
 \$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**
 \$22,996.46 – Pesticide Application **Assigned Funds (changed from Committed – per Audit)**
 \$81,227.52 – Engineering Program Funds **Committed Funds**
 \$123,654.07 - Urban Program Funds **Committed Funds**

Account Balances for February 2025

SPECIAL FUND - Cash Balance	
Beg. Balance 2/1/25	\$ 434,279.57
Receipts	\$ 69.52
Expenses	\$ 8,009.56
Salaries & Benefits	\$ 51,599.64
End Balance 2/28/25	\$ 374,739.89
Budget Appropriations	
Beg. Balance 2/1/25	\$ 737,281.52
Expenses	\$ 8,009.56
Salaries & Benefits	\$ 51,599.64
Receipts	\$ -
End Balance 2/28/25	\$ 677,672.32

DISTRICT CHECKING ACCOUNT - District Fund	
Beg. Balance 2/1/25	\$ 171,107.36
Receipts	\$ 17,801.89
Expenses	\$ 1,482.11
End Balance 2/28/25	\$ 187,427.14
DEDICATED CONSERVATION FUND - District Fund	
Beg. Balance 2/1/25	\$ 249,797.27
Receipts	\$ 106.08
Expenses	\$ 1,309.08
End Balance 2/28/25	\$ 248,594.27
STAR OHIO - District Fund	
Beg. Balance 2/1/25	\$ 619,624.56
Receipts	\$ 2,384.59
Expenses	\$ -
End Balance 2/28/25	\$ 622,009.15

There were no public comments.

There were no standing committee reports.

Lauren explained that the Fairfield Union FFA students will once again be wrapping our 5th grade tree seedlings this year and is asking to provide one sponsorship for Camp Canopy, at a cost of \$500.

Approve one Camp Canopy sponsorship to the Fairfield Union FFA in the amount of \$500.

Motion: Gregg Second: Linda All in favor

Nikki did an employee review with Brent Dennis prior to the completion of his six-month probationary period.

Approve to hire Brent Dennis after the completion of his six-month probationary period.

Motion: Linda Second: Gregg All in favor

Cheyenne joined the meeting at 5:07 p.m.

Nikki explained that she and Chris met virtually with our Chase Bank representative. Our account was moved to an upper tier that allows us to get a check deposit machine at no charge. The Deposit of Funds Policy needs to be revised to account for this. One change was the addition of the following statement: "Scanner provided by bank shall be used for depositing checks following the same timeframes above. Scanned checks will be retained under lock and key until a bank statement reflects being cleared, then will be shredded."

Approve the updated Deposit of Funds Policy.

Motion: Cheyenne Second: Linda All in favor

Doug Tenney had an opportunity to attend the NACD National Meeting in Utah in February at the invitation and cost of OFSWCD. He gave a report on what he learned.

Dave gave the NRCS report. There is a CRP meeting next week with the Farm Service Agency (FSA), for mid management contracts.

The 2025 Annual Plan of Work was passed around and reviewed.

Into executive session to discuss confidential matters on court action at 5:26 p.m.

Motion: Cheyenne Second: Linda

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

The Board came out of executive session at 6:42 p.m.

Approve additional legal fees of \$3,000 with Stebelton Snider (Morgan Lyles) for the solar intervention process, originally authorized in June 2024.

Motion: Cheyenne Second: Linda All in favor

Motion to adjourn at 6:42 p.m.

Motion: Cheyenne Second: Gregg All in favor

Doug Tenney, Chair

Cheyenne Erb, Secretary

Minutes & Financial Report by:

Christina Holt, Fiscal Coordinator