

FAIRFIELD SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD OF SUPERVISOR'S MEETING MINUTES

Date: August 10, 2017

Location: 831 College Ave., Suite B, Lancaster, Ohio

Board of Supervisors in attendance: Mark Boving, Wendy LaRue, Matt Reese, Tim White
Don Rector was unable to attend.

District Staff: Amy Boyer, Nikki Drake, Jonathan Ferbrache, Christina Holt, Chad Lucht, Tommy Springer

NRCS Staff: Brice Shaw

Others: None

Meeting called to order at 4:52 p.m. by Chair Mark Boving.

Approval of minutes of July 13, 2017, Board meeting

Motion: Matt Second: Wendy All in favor

Approval of financial report for July 1 - 31, 2017

Motion: Tim Second: Matt All in favor

RECEIPTS

3 plat books sold		\$ 60.00	Dist. Fund
500 flags sold		50.00	“ “
Jim Jepsen – GPS survey for tile plan design (as-built only)		50.00	“ “
Jim Davis – rental of no-till drill (6.8 acres)		81.60	“ “
William Poor – fee for no-till drill rental		50.00	“ “
Ruff Farms – rental of no-till drill (16 acres)		192.00	“ “
Star Ohio – interest (June)		134.55	“ “
Vinton SWCD – reimb. for Wayne National Forest mapping		<u>1,105.23</u>	“ “
	Total Receipts District Fund	\$1,723.38	
Reincumbered – AT&T	L-5	116.62	Spec. Fund
BWC Refund		<u>473.72</u>	“ “
	Total Receipts Special Fund	\$590.34	

BILLS

Verizon Wireless – Ck#5138 – monthly bill (\$127.42 TSP; \$.127.44 Phase 2)		254.86	Dist. Fund
Lancaster Eagle-Gazette – Ck#5139 – monthly newspaper subscription (Aug.)		22.30	“ “
Vinton Co. National Bank – Ck#5140 – Visa bill (supplies to change oil in JD Gator)		<u>11.22</u>	“ “
	Total Expenses District Fund	\$288.38	
Salaries (7/7 & 7/21)	L-1	23,985.62	Spec. Fund
Health Insurance	L-13	9,794.76	“ “
Life Insurance	L-13	33.24	“ “
Medicare	L-12a	320.68	“ “
Long-Term Disability (50% match on employees who elect coverage)	L-13	18.32	“ “
Workers Comp.	L-12	46.66	“ “
PERS	L-11	<u>3,357.96</u>	“ “
	Total Salaries & Benefits	\$37,557.24	
Time Warner Cable – PO#6534 – monthly business class service	L-5	119.99	Spec. Fund
Speedway SuperAmerica – PO#6535 – monthly fuel bill	L-2	224.20	“ “
Vinton Co. National Bank – PO#6537 – Visa bill (paint for Dodge RAM)	L-2	<u>19.00</u>	“ “
	Total Expenses Special Fund (Purchase Orders)	\$363.19	

PURCHASE ORDERS

BP America – Blanket PO#1549

L-2

7/6

Monthly fuel bill

\$92.95

Current Balance \$217.06

DISTRICT FUND BALANCES AS OF 7/31/17:

\$254,438.61 Total balance in District Account

\$154,420.55 - Balance in Star Ohio

\$100,018.06- Balance in District Checking Account

\$176,533.45 Amount to be used only for the following programs/grants/etc.:

\$37,589.48 - Sediment & Erosion Control Inspection Fees – RPC projects
(Any unused amount is returned) **Restricted Funds**

\$2,215.89 - Phase II Funds (County Commissioners) **Restricted Funds**

\$572.90 – Amount that can be used for a project utilizing the following funds:

\$256.44 – Conservation Funds (Rager Fertilizer fine) **Committed Funds**

\$124.65 – Mall Wetland Sign Funds **Assigned Funds**

\$191.81 – Land Lab Funds (Quail Unlimited donation) **Assigned Funds**

\$2,255.84 – Clear Creek Funds **Restricted Funds**

\$472.80 – 2016 Healthy Soils Mini-Grant for Cover Crops (ODNR) **Restricted Funds**

\$26.28 – 2017 Healthy Soils Mini-Grant for Soil Sieves **Restricted Funds**

\$57,304.20 - Current Staff Liabilities (comp & vacation leave) **Assigned Funds**

\$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) **Assigned Funds**

\$77,905.16 Total undedicated funds

PETTY CASH

Beginning Balance \$24.25

Ending Balance \$24.25

RECEIPTS

None

BILLS

None

SPECIAL FUND BALANCES AS OF 7/31/17:

Balance in Budgeted Appropriation Account - \$256,073.20

Balance in Special Account – \$275,921.56 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - 0

Received to date - \$201,228.00

Special Fund Account Balances

L-1 Salaries \$137,109.51

L-2 Supplies \$7,918.38

L-3 Equipment \$8,276.50

L-4 Repair & Maintenance \$510.86

L-5 Contract Services \$3,954.65

L-6 Rentals/Lease \$13,120.00

L-7 Specialized Services \$3,800.00

L-8 Scholarship \$0

L-9 Travel Reimbursement \$6,024.03

L-10 Advertising \$3,442.10

L-11 PERS \$18,955.50

L-12 Worker’s Comp. \$1,424.79

L-12a Unemployment \$10.00

L-12a Medicare \$2,196.90

L-13 Health Insurance \$49,036.68

L-13 Health Insurance EAP \$0

L-13 Life Insurance \$200.70

L-13 Long Term Disability \$92.60

Vacation, Sick & Comp Leave Balances (as of 7/21/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	949.33	461.03	4.25
Nikki Drake	995.55	468.65	7.13
Jonathan Ferbrache	240.30	220.30	2.88
Christina Holt	705.98	441.78	6.5
Chad Lucht	2,331.61	432.60	12
Tommy Springer	729.19	121.05	2.13

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (June) \$ 50.67

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 7/31/17:

\$246,646.70 Total Cash Balance
\$1,118.85 - Interest Earned
\$14,917.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve) **Assigned Funds**
\$8,000.00 – GPS/GIS Service Funds from Violet Township (Curb Inlets, Structures, Storm Piping Size) **Assigned Funds**
\$23,646.11 – Pesticide Application **Committed Funds**
\$82,758.70 – Engineering Program Funds **Committed Funds**
\$116,205.67 - Urban Program Funds **Committed Funds**

There were no public comments.

The nominations were discussed for the September 14 Annual Meeting/Banquet.

See attached NRCS Report by Brice Shaw. Another ONE Tour is scheduled for Fairfield County on August 31.

The Annual Meeting/Banquet was discussed. Chris gave each Board member 10 tickets to sell. The program for the evening was discussed and it was decided that Matt will do the welcome and introductions, Mark will do the invocation and Wendy will do the door prizes.

Amy drafted a letter to Brian Jordan, NRCS Engineer, requesting more job approval for herself and Nikki. The letter was signed by Mark Boving.

A Proper Public Purpose Policy has been drafted using examples from other counties. This policy is needed to establish guidelines for certain categories of expenditures that are deemed by the Board to be a Proper Public Purpose.

Motion to approve Proper Public Purpose Policy.

Motion: Wendy Second: Matt All in favor

The Fairfield SWCD entered into a contract with Chad Myers to design a new website. The invoice for this website design has been received and will be paid when the new website is live.

Motion to pay \$1,100 to Chad Myers for new website design.

Motion: Tim Second: Matt All in favor

Amy mentioned that we did receive our Form 11 and will be getting \$182,020 in state match funds to be received in 2017/2018.

Jonathan and Amy gave an update on Buckeye Lake issues. Ballard Lane viewing with the Fairfield County Commissioners was held and could be a solution if dam penetration is not allowed by ODNR.

Motion to Adjourn at 5:15 p.m.

Motion: Matt Second: Wendy All in favor

Mark Boving, Chair

Matt Reese, Secretary

Minutes & Financial Report by:

Christina Holt, Administrative Assistant