

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

**Date:** February 9, 2017

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

**Board of Supervisors in attendance:** Mark Boving, Wendy LaRue (arrived at 4:25), Don Rector (arrived at 4:50), Matt Reese (left at 4:20), Tim White

**District Staff:** Amy Boyer, Nikki Drake, Jonathan Ferbrache, Chris Holt, Chad Lucht (personnel review only), Tommy Springer

**NRCS:** Dave Libben, Brice Shaw

Meeting called to order at 3:18 p.m. by Chair Mark Boving.

**Into executive session for conduct employee reviews at 3:18 pm.**

Motion: Matt Second: Tim Roll call vote: Mark – yes; Matt – yes; Tim - yes

**Out of executive session at 5 p.m.**

Motion: Tim Second: Wendy Roll call vote: Mark – yes; Wendy – yes; Don – yes; Tim - yes

**Approve a 2% cost of living increase to the current pay scale, effective pay period starting February 4.**

Motion: Tim Second: Wendy Roll call vote: Wendy – yes; Don – yes; Tim – yes; Mark - yes

**Approve moving Tommy Springer from GS 5, Step 4, to a GS 6, Step 1, on the pay scale effective pay period starting February 4.**

Motion: Tim Second: Don Roll call vote: Don – yes; Tim – yes; Mark – yes; Wendy - yes

**Approval of minutes of January 12, 2017, Board meeting**

Motion: Tim Second: Don All in favor

**Approval of financial report for January 1 – 31, 2017**

Motion: Don Second: Tim All in favor

RECEIPTS

100 flags sold	\$ 10.00	Dist. Fund
33 wildlife packets sold	332.50	“ “
Copies sold	20.00	“ “
Tommy Springer – reimb. cost of wildlife society dues paid with training	10.00	“ “
Farm Credit Services – 2017 affiliate membership	75.00	“ “
Dave Cain Excavating – 2017 affiliate membership	75.00	“ “
Millersport Agri-Service – 2017 affiliate membership	75.00	“ “
United Landmark – 2017 affiliate membership	75.00	“ “
John Donley – Sed. & Erosion Control Inspection Fees for Meadowmoore Reserve Section 1	9,500.00	“ “
Star Ohio – interest (December)	99.48	“ “
Strickler Farms – tile plan design fee	100.00	“ “
Beveridge Trailer & Trucks – 2017 affiliate membership	75.00	“ “
RS Crop Consulting – 2017 affiliate membership	75.00	“ “
Kilby Construction – 2017 affiliate membership	75.00	“ “
RD Holder Oil Co. – 2017 affiliate membership	75.00	“ “
ODA, Department of Agriculture – remaining funds for 2016 Health Soils Mini- Grant (cover crops)	<u>237.50</u>	“ “

**Total Receipts District Fund \$10,909.48**

ODA, Soil & Water Conservation – January state match payment	14,445.00	Spec. Fund
County Commissioners – half of 2017 allocation	<u>145,075.00</u>	“ “
<b>Total Receipts Special Fund \$159,520.00</b>		

**BILLS**

Lancaster Eagle-Gazette – Ck#5101 – monthly newspaper (February)	22.30	Dist. Fund
Fairfield Federal – Ck#5102 – lock box fee for 1 year	30.00	“ “
Nextel Communications – Ck#5103 – monthly cell (\$84.12 TSP; \$64.13 Phase 2)	148.25	“ “
Vinton Co. National Bank – Ck#5104 – Visa bill (C. Lucht CPESC renewal for 1 year – Phase 2 funds)	<u>125.00</u>	“ “

**Total Expenses District Fund \$325.55**

Salaries (1/6 & 1/20)	L-1	23,484.81	Spec. Fund
Health Insurance	L-13	9,794.76	“ “
Life Insurance	L-13	33.24	“ “
Medicare	L-12a	315.47	“ “
Long-Term Disability (50% match on employees who elect coverage)	L-13	18.32	“ “
PERS	L-11	<u>3,287.86</u>	“ “

**Total Salaries & Benefits \$36,934.46**

MT Business Technologies – PO#1546 – copier maintenance agreement (12/3/16-3/2/17) and excess copy charges (9/3/16-12/2/16)	L-4	270.69	Spec. Fund
AT&T – Blanket PO#1547 – monthly phone bills	L-5	300.00	“ “
B.P. America – Blanket PO#1549 – monthly fuel bills	L-2	800.00	“ “
Time Warner Cable – PO#1551 – monthly business class service	L-5	719.94	“ “
Ohio University Athens – PO#1552 – intern share of cost (10%)	L-5	223.32	“ “
Speedway SuperAmerica – Blanket PO#1553 – monthly fuel bills	L-2	800.00	“ “
OFSWCD – PO#1850 – Ohio Envirothon donation	L-8	50.00	“ “
Christina Holt – PO#1865 – replenish petty cash fund	L-2	33.85	“ “
USPS - PO#2058 – postage stamps (200 - \$.47)	L-2	94.00	“ “
BW Tire Pickerington – PO#2390 – repairs to Jeep Cherokee (sway bar)	L-3	127.94	“ “
S. Nikki Drake – PO#2402 – reimb. mileage to 1/21 Chamber event	L-9	19.80	“ “
Tommy Springer – PO#2404 – reimb. mileage to attend NWTF Super Fund Meeting in Caledonia, OH	L-9	<u>81.86</u>	“ “

**Total Expenses Special Fund (Purchase Orders) \$3,521.40**

NOTE: An account to account transfer was made on 1/25 moving \$230 from L-3 Equipment to L-13 Long-Term Disability Insurance

**PURCHASE ORDERS**

Speedway SuperAmerica – Blanket PO#1553	L-2		
1/17                      Monthly fuel bill		\$90.57	
			<i>Current Balance 709.43</i>
BP America – Blanket PO#1549	L-2		
1/6                      Monthly fuel bill		\$38.64	
			<i>Current Balance \$761.36</i>
AT&T – Blanket PO#1547	L-5		
1/9                      Monthly phone bill		\$45.83	
			<i>Current Balance \$254.17</i>
Time Warner Cable – Blanket PO#1551	L-5		
1/6                      Monthly business class service		\$119.99	
			<i>Current Balance \$599.95</i>

DISTRICT FUND BALANCES AS OF 1/31/17:

\$247,543.52 Total balance in District Account  
    \$153,720.44 - Balance in Star Ohio  
    \$93,823.08 - Balance in District Checking Account  
\$165,213.20 Amount to be used only for the following programs/grants/etc.:  
    \$29,464.48 - Sediment & Erosion Control Inspection Fees – RPC projects  
        (Any unused amount is returned)  
    \$3,149.08 - Phase II Funds (County Commissioners)  
    \$572.90 – Amount that can be used for a project utilizing the following funds:  
        \$256.44 – Conservation Funds (Rager Fertilizer fine)  
        \$124.65 – Mall Wetland Sign Funds  
        \$191.81 – Land Lab Funds (Quail Unlimited donation)  
    \$2,255.84 – Clear Creek Funds  
    \$472.80 – 2016 Healthy Soils Mini-Grant Cover Crops (ODNR)  
    \$53,202.04 - Current Staff Liabilities (comp & vacation leave)  
    \$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)  
\$82,330.32 Total undedicated funds

PETTY CASH

Beginning Balance \$1.15  
Ending Balance \$35.00

RECEIPTS

Check from Special Fund \$33.85

BILLS

None

SPECIAL FUND BALANCES AS OF 1/31/17:

Balance in Budgeted Appropriation Account - \$516,024.14  
Balance in Special Account – \$277,011.12 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00                      Outstanding balance (to be received in 2016/2017) - \$72,225.00  
Received to date - \$129,003.00

**Special Fund Account Balances**

L-1 Salaries \$292,515.19	L-10 Advertising \$4,900.00
L-2 Supplies \$9,272.15	L-11 PERS \$40,712.14
L-3 Equipment \$14,642.06	L-12 Worker’s Comp. \$3,700.00
L-4 Repair & Maintenance \$979.31	L-12a Unemployment \$10.00
L-5 Contract Services \$12,256.74	L-12a Medicare \$4,284.53
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$107,805.24
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$416.76
L-9 Travel Reimbursement \$7,398.34	L-13 Long Term Disability \$211.68

## Vacation, Sick & Comp Leave Balances (as of 1/20/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	906.53	454.93	0
Nikki Drake	937.25	398.55	5.38
Jonathan Ferbrache	204	189	.88
Christina Holt	662.93	443.18	2.75
Chad Lucht	2,287.56	420.50	4.50
Tommy Springer	671.39	141.25	10.38

## “Dedicated Conservation Fund”

Vinton County National Bank

### RECEIPTS

Vinton Co. National Bank – checking account interest (December) \$ 30.33

### BILLS

None

### DEDICATED CONSERVATION FUND BALANCE AS OF 1/31/17:

\$246,001.02 Total Cash Balance  
\$894.26 - Interest Earned  
\$15,380.37 – GPS/GIS Service Funds from Fairfield County Utilities (Water Valve)  
\$8,000.00 – GPS/GIS Service Funds from Violet Township (Curb Inlets, Structures, Storm Piping Size)  
\$21,332.74 – Pesticide Application  
\$59,733.66 – Engineering Program Funds  
\$140,659.99 - Urban Program Funds

Standing Committees: Mike Wolfe and Joe Young are helping Matt on the nominating committee.

NRCS Report: Dave reported that 2016 CSP payments are being finished. There are 8 new applications. He and Brice are being trained on a new evaluation system. Brice has worked on some of the CRP renewals. A grassland contract has been pre-approved. EQIP estimates on scoring are in process. Brice will be assisting with HEL/wetland determinations next week at Pickaway County.

**Approval of Inventory Retirement Form – SonicWALL** (server firewall, old version no longer supported – new one purchased to replace)

Motion: Tim Second: Don All in favor

Tim will attend the Conservation Partnership Meeting on Monday and Tuesday (if Matt can't attend Tuesday). He or Matt will vote on the OFSWCD Resolutions on Tuesday on behalf of the board. Amy reviewed the OFSWCD Resolutions:

#1 proposes the attempt to get funding at a 1:1 match

**Vote in support of resolution #1**

Motion: Tim Second: Wendy All in favor

#2 proposes that districts only need the same number of candidates to run for the board versus having one additional

**Vote to abstain on resolution #2**

Motion: Don Second: Tim All in favor

#3 proposes TSPs be eligible to do wetland determinations to speed up the process.

**Vote in support of resolution #3**

Motion: Tim Second: Wendy All in favor

#4 proposes that EQIP projects not kept for the intended use for lifespan of the practice be penalized and the producer not be able to reapply for EQIP in the future

**Vote in support of resolution #4**

Motion: Don Second: Wendy All in favor

**Approve the District Manager to be the Authorized Representative for Chase Bank**

Motion: Tim Second: Don All in favor

Amy reviewed our 2017 Annual Planning and Local Workgroup Meetings. A forestry workshop has been planned for May at Jim Krile's farm in coordination with Jason VanHouten (service forester) as a result of the surveys done last year. ODA presented an award to the Fairfield County Fair Board for promoting agriculture in the AGmazing Agri-Center at last year's fair. The timeline for this year will be 1943-current news articles. Amy passed out the updated large equipment purchase list. The business plan will be updated. We will be meeting soon with the conservancy districts to discuss lily control on some of their ponds. We will continue the OU-L Great Lakes Internship Program. Several years ago we had 60 hours in one year of education time including prep. In 2016 there were 121 hours in classrooms, not including prep time. The website draft is done. We have updated the pond booklet and land buyer guide and created a stream management booklet which will all be added to the website. Amy presented pie charts of how district time was spent last year. She also gave the board the updated spreadsheet of what money was brought into the county through various programs.

Amy gave an update on the Suffolk pollution abatement complaint that was turned over to ODA. They are to visit the site on February 15 to determine if manure is still next to the creek and update us.

The National Wild Turkey Federation is sending a check for \$3,500 from their state super fund toward the purchase of a no-till drill. Pheasants Forever gave us a check for \$2,000. Ohio Farm Bureau's Organization Director Suzie McMullen thinks FB will match the other local matches (\$5,500) through their Water Quality Grant. Those dollars may take a while to be reimbursed. That all does not include the trade in value of our existing drill. We will obtain a decal for each donor to be placed on the new drill.

**Purchase of New Great Plains Grass Seeder not to exceed \$13,000**

Motion: Tim Second: Don All in favor

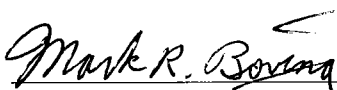
Josh Horacek approved the agreement for GPS/GIS services (map ~100 valves/fire hydrants) to the Village of Lithopolis by the end of 2017. Chad and Jonathan will do the work which will take about a week. There is the potential for more work next year.

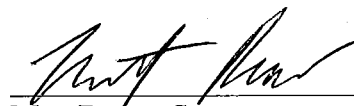
**Approve the GPS/GIS Agreement with Village of Lithopolis**

Motion: Tim Second: Wendy All in favor

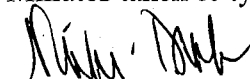
**Adjourn at 6:17 p.m.**

Motion: Tim Second: Don All in favor

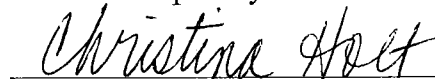
  
Mark Boving, Chair

  
Matt Reese, Secretary

Minutes taken & typed by:

  
Nikki Drake, Engineering Technician

Financial Report by:

  
Christina Holt, Administrative Assistant