

**FAIRFIELD SOIL & WATER CONSERVATION DISTRICT
SUPERVISORS MEETING**

Date: January 12, 2017

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

Board of Supervisors in Attendance: Mark Boving, Wendy LaRue, Don Rector, Matt Reese, Tim White

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

NRCS Staff: Dave Libben, Brice Shaw

Others: Jarrod Hittle, Program Specialist with ODA, Division of Soil & Water Conservation

Wendy LaRue was sworn in by Judge P. Randall Knece on December 7, 2016, at the Area 5 Winter Meeting.

Meeting called to order by Chair Mark Boving at 5 p.m.

The Board reorganization took place. Mark opened nominations for Chair. *Tim White made a motion to nominate Mark Boving for Chair. Matt Reese seconded. A roll call vote was taken: all in favor.* Motion carried. Mark Boving was elected Board Chair for 2017.

Mark opened nominations for Vice-Chair. *Don Rector made a motion to nominate Tim White as Vice-Chair. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Tim was elected Board Vice-Chair for 2017.

Mark opened nominations for Treasurer. *Tim White made a motion to nominate Don Rector as Treasurer. Matt seconded. A roll call vote was taken: all in favor.* Motion carried. Don Rector was elected Board Treasurer-Fiscal Agent for 2017.

Mark opened nominations for Secretary. *Tim White made a motion to nominate Matt Reese as Secretary/Backup Treasurer. Wendy seconded. A roll call vote was taken: all in favor.* Motion carried. Matt Reese was elected Board Secretary/Backup Treasurer for 2017.

Therefore, the 2017 Board positions are as follows:

Chair – Mark Boving
Vice-Chair – Tim White
Treasurer-Fiscal Agent – Don Rector
Secretary/Backup Treasurer – Matt Reese
Member – Wendy LaRue

The minutes from the December 8, 2016, board meeting were reviewed. *Tim made a motion to approve the minutes. Don seconded. A vote was taken: all in favor.* Motion carried.

The financial report was reviewed. *Matt made a motion to approve the financial report. Wendy seconded. A vote was taken: all in favor.* Motion carried.

RECEIPTS

7 plat books sold	\$ 140.00	Dist. Fund
Jeremy Buckley – no-till drill rental (3.7 acres)	45.29	“ “
Two L Enterprises – GPS as-built survey	50.00	“ “
Violet Township – DESC funds (July – Sept. 2016)	2,400.00	“ “
Star Ohio – interest (November)	85.15	“ “

Kull Excavating – 2017 affiliate membership		75.00	“	“
Greg Waidelich – fee for tile system design		100.00	“	“
FSWCD Special Fund – reimb. cost to mail December newsletter		255.22	“	“
Ruff Seed Farm – 2017 affiliate membership		75.00	“	“
Young Crop Insurance – 2017 affiliate membership		75.00	“	“
Max Miller – 2017 affiliate membership		75.00	“	“
Hugus Fruit Farm – 2017 affiliate membership		75.00	“	“
Faler Feed Store – 2017 affiliate membership		75.00	“	“
Cedar Hill Blankets – 2017 affiliate membership		75.00	“	“
C&C Farms & Excavating – 2017 affiliate membership		75.00	“	“
Fairfield National Bank – 2017 affiliate membership		35.00	“	“
JD Equipment – 2017 affiliate membership		<u>75.00</u>	“	“
	Total Receipts District Fund	\$3,785.66		
ODA, Soil & Water Conservation – December state match payment		14,445.00	Spec. Fund	
Reincumbered – Speedway SuperAmerica – PO#1824	L-2	12.49	“	“
Reincumbered – North End Press – PO#9296	L-10	277.00	“	“
BWC Refund		<u>648.96</u>	“	“
	Total Receipts Special Fund	\$15,383.45		

BILLS

USPS – Ck#5090 – postage to mail December newsletter		255.22	Dist. Fund	
CDW Government – Ck#5091 – 6 Microsoft Office 365 licenses (Urban funds)		717.96	“	“
Chase Bank – Auto – 1 box of checks		18.95	“	“
North End Press – Ck#5092 – affiliate membership cards (2017,2018,2019)		203.25	“	“
Lancaster Parks & Recreation – Ck#5093 – rental fee for Alley Park (Ann. Mtg. 9/14)		50.00	“	“
Walnut Creek Seeds LLC – Ck#5094 – cover crop seed mix (2016 Healthy Soils grant)		210.00	“	“
Pickerington Area Chamber of Commerce – Ck#5095 – 2017 membership dues		110.00	“	“
Ohio Dept. of Agriculture – Ck#5096 – dealer in nursery stock certificate for 2017		125.00	“	“
Lancaster Eagle-Gazette – Ck#5097 – monthly newspaper subscription (Jan.)		22.30	“	“
Nextel Communications – Ck#5098 – monthly cell bill (\$64.21 Phase 2; \$84.20 TSP)		148.41	“	“
Lancaster Fairfield Co. Chamber of Commerce – Ck#5099 – 6 ft. display space at Annual Trade Show & Dinner on 1/21/17		120.00	“	“
Ohio Fish & Wildlife Management Assoc. – Ck#5100 – T. Springer reg. to 1/27 Conference		<u>35.00</u>	“	“
	Total Expenses District Fund	\$2,016.09		
Salaries (12/9 & 12/23)	L-1	23,484.83	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)		18.32	“	“
PERS	L-11	<u>3,287.87</u>	“	“
	Total Salaries & Benefits	\$36,934.49		
Key Blue Prints – PO#9184 – 2 rolls of inkjet plotter bond paper	L-2	61.89	Spec. Fund	
Office Mart – PO#9262 – misc. office supplies	L-2	109.56	“	“
B.P. America – added to blanket PO#1799	L-2	84.33	“	“
Vinton Co. National Bank – PO#9289 – Visa bill (2 computer battery backups from Best Buy)	L-3	260.57	“	“
USPS – PO#9291 – stamps (120-\$.47; 80-\$.21)	L-2	73.20	“	“
Christina Holt – PO#9292 – replenish petty cash	L-2	13.20	“	“

North End Press – PO#9296 – December newsletter	L-10	1,500.00	“	“
OFSWCD – PO#9305 – additional state service fees due	L-7	663.00	“	“
AT&T – PO#9392 – monthly phone bill	L-5	43.40	“	“
Tim White – PO#9393 – reimb. mileage to attend 73 rd Conservation Partnership Meeting in Columbus on 2/23/16	L-9	42.12	“	“
Matt Reese – PO#9394 – reimb. mileage to attend Summer Supervisor School in Dublin, OH on 7/18/16	L-9	40.50	“	“
Mark Boving – PO#9395 – reimb. mileage to attend Area 5 meetings in Circleville on 12/9/15 & 12/7/16	L-9	54.64	“	“
Time Warner Cable – PO#9412 – business class service (12/5/16-1/4/17)	L-5	119.99	“	“
Christina Holt – PO#9417 – replenish petty cash	L-2	28.88	“	“
Fairfield SWCD – PO#9418 – reimb. postage to mail December newsletter	L-2	<u>255.22</u>	“	“
Total Expenses Special Fund (Purchase Orders)			\$3,350.50	

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1824 12/14 Monthly fuel bill	L-2		\$44.38	<i>Current Balance \$12.49</i>
BP America – Blanket PO#1799 12/7 Monthly fuel bill	L-2		\$128.17	<i>Current Balance \$0</i>

DISTRICT FUND BALANCES AS OF 12/31/16:

\$236,959.59	Total balance in District Account		
	\$153,620.96 - Balance in Star Ohio		
	\$83,338.63- Balance in District Checking Account		
\$154,958.13	Amount to be used only for the following programs/grants/etc.:		
	\$19,964.48 - Sediment & Erosion Control Inspection Fees – RPC projects (Any unused amount is returned)		
	\$3,338.21 - 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		
	\$235.30 – Healthy Soils Mini-Grant (ODNR)		
	\$53,932.65 - Current Staff Liabilities (comp & vacation leave)		
	\$74,658.75 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries)		
\$82,001.46	Total undedicated funds		

PETTY CASH

Beginning Balance	\$21.80
Ending Balance	\$1.15

RECEIPTS

Check from Special Fund	\$13.20
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Check from Special Fund 28.88
\$42.08

BILLS

2 newsletters returned at \$1.16/ea. \$ 2.32
 29 newsletters returned (17 at \$1.16 & 12 at \$.57) 26.56
 4 newsletters returned at \$1.16 4.64
 3 newsletters returned at \$1.16 3.48
 34 newsletters returned (33 at \$.57 & 1 at \$1.16) 19.97
 4 newsletters returned (1 at \$1.16 & 3 at \$.57) 2.87
 1 newsletter returned 1.16
 1 newsletter returned 1.16
 1 newsletter returned .57
\$62.73

SPECIAL FUND BALANCES AS OF 12/31/16:

Balance in Budgeted Appropriation Account - \$76,690.33

Balance in Special Account – \$157,946.98 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$86,670.00

Received to date - \$114,558.00

Special Fund Account Balances

L-1 Salaries \$35,615.76	L-10 Advertising \$720.55
L-2 Supplies \$5,355.56	L-11 PERS \$5,386.34
L-3 Equipment \$5,808.30	L-12 Worker's Comp. \$1,098.40
L-4 Repair & Maintenance \$248.54	L-12a Unemployment \$10.00
L-5 Contract Services \$401.55	L-12a Medicare \$864.01
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$2,518.32
L-7 Specialized Services \$552.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$25.56
L-9 Travel Reimbursement \$4,983.76	Long Term Disability -\$18.32

Vacation, Sick & Comp Leave Balances (as of 12/23/16)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	899.83	457.03	10
Nikki Drake	928.05	410.15	10.75
Jonathan Ferbrache	207.80	187.80	.88
Christina Holt	653.73	438.78	3.25
Chad Lucht	2,278.36	437.10	1.50
Tommy Springer	662.19	132.05	1.13

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

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

\$ 30.32

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 12/31/16:

\$245,970.69 Total Cash Balance
\$863.93 - 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

Jarrold Hittle stated that they are going to hold an Area 5 training session for newly elected board members on January 25 from 6 to 9 p.m. Deadline to register is January 23. Wendy plans to attend. Bill Black and Steve Hawkins from Area 5 were re-elected to the OFSWCD Board of Directors.

The nominating committee was discussed. *Tim made a motion for Matt Reese to lead the nominating committee for 2017. Wendy seconded. A roll call vote was taken: all in favor. Motion carried.*

Amy discussed this year's Annual Meeting/Banquet. Speakers were discussed. Wendy mentioned Larry and Julia Marple who portray President Theodore Roosevelt and Mrs. Edith Roosevelt.

Dave gave his NRCS report. He is finishing CSP payments for 2016. Applications for 2017 CSP are due February 3. He passed out a handout on EEO, civil rights and PPI. He will have a cooperative agreement for review at next month's board meeting. He is working on hiring a new Soil Conservation Technician (Collin Rhine's old position).

The 2017 Employment Policy was discussed. *Tim made a motion to approve the 2017 SWCD Employment Policy. Don seconded. A vote was taken: all in favor. Motion carried.*

The equipment inventory list as of December 31, 2016, was reviewed. *Tim made a motion to approve the Equipment Inventory List. Matt seconded. A vote was taken: all in favor. Motion carried.*

Chris explained that during the election of insurance and supplemental insurances for 2017, employees were offered long-term and short-term disability. The District had two employees sign up for long-term disability. The District's special fund was charge \$18.32 for long-term disability in December 2016 so Chris called County HR and the County Auditor and was told that the employer is required to match any employee elections for long-term and short-term disability. Therefore, the District special fund will be charge \$18.32 each month, which was not budgeted, so an account to account transfer is needed to appropriated money into a long-term disability insurance account. *Don made a motion to submit a resolution for an account to account transfer of \$230 from Equipment to Long-Term Disability Insurance. Matt seconded the motion. A roll call vote was taken: all in favor. Motion carried.*

Amy discussed employee reviews scheduled for the February board meeting. It was decided that Mark will come in at 3 p.m. to conduct Amy's review and then the board will conduct all other staff reviews starting at 3:30 p.m. The regular scheduled board meeting will follow the reviews.

Amy would like to get approval to sell the Ford F-150 on GovDeals. *Wendy made a motion to approve the sale of the Ford F-150 at a starting bid of \$2,000 on the GovDeals website. Don seconded the motion. A roll call vote was taken: all in favor. Motion carried.*

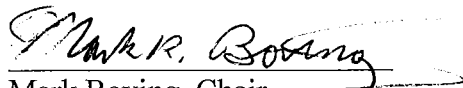
The District's annual planning meeting will be held on January 24. In the morning we will be meeting with other agencies (historical parks, city parks, metro parks, etc.) for collaborative efforts. This year's local workgroup meeting will be held the same day from 11 a.m. – noon and is open to the public.

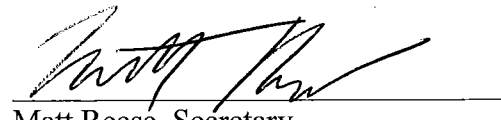
The District received another Healthy Soils Mini Grant for 2017. We will purchase three new sets of soils sieves to use for presentations. Jarrod mentioned that the response for the grants was so overwhelming that ODA funded 35 instead of 20.

Tommy will be traveling on Sunday, January 15, to the NWTF super fund meeting in Caledonia to present his proposal to the committee to secure funding to help with the purchase of a new no-till seeder.

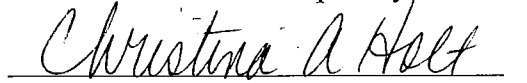
Jonathan discussed the proposal to map the water system for the Village of Lithopolis, recently named MS4 Community.

Tim made a motion to adjourn the Board meeting at 5:40 p.m. Don seconded. A vote was taken: all in favor. Motion carried.


Mark Boving, Chair


Matt Reese, Secretary

Minutes & Financial Report by:


Christina Holt, Administrative Assistant