

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

Date: March 9, 2017

Location: 831 College Ave., 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, Chris Holt, Chad Lucht

NRCS Staff: Dave Libben

Others: Sarah Miles, OU-L intern

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

Approval of minutes of February 9, 2017, Board meeting

Motion: Tim Second: Matt All in favor

Approval of financial report for February 1-28, 2017

Motion: Tim Second: Don All in favor

RECEIPTS

3 plat books sold	\$ 60.00	Dist. Fund
Seals Construction – 2017 affiliate membership	75.00	“ “
Pheasants Forever – donation towards new grass seeder	2,000.00	“ “
123 wildlife packets sold	1,654.00	“ “
NWTF – funds for new grass seeder	3,500.00	“ “
Violet Township Trustees – DESC funds (October – December 2016)	7,200.00	“ “
Star Ohio – interest (January)	<u>103.13</u>	“ “
Total Receipts District Fund	\$14,592.13	
ODA, Soil & Water Conservation – February state match payment	14,445.00	Spec. Fund
Workers Comp Refund	<u>43.66</u>	“ “
Total Receipts Special Fund	\$14,488.66	

BILLS

U.S.P.S. – Ck#5105 – postage to mail February newsletter	237.64	Dist. Fund
Jonathan Ferbrache – Ck#5106 – reimb. cost to renew CPESC for 1 year	135.00	“ “
Lancaster Eagle-Gazette – Ck#5107 – mthly newspaper subscription (March)	23.30	“ “
Nextel Communications – Ck#5108 – monthly cell (\$84.12 TSP; \$64.13 Phase 2)	148.25	“ “
Vinton Co. National Bank – Ck#5109 – Visa bill (soil sieve sets & brushes – 2017 Healthy Soils Mini-Grant)	<u>555.08</u>	“ “

Total Expenses District Fund \$1,099.27

Salaries (2/3 & 2/17)	L-1 23,484.81	Spec. Fund
Health Insurance	L-13 9,794.76	“ “
Life Insurance	L-13 33.24	“ “
Medicare	L-12a 314.44	“ “
Long-Term Disability (50% match on employees who elect coverage)	L-13 18.32	“ “
Workers Comp.	L-12 2,228.55	“ “
PERS	L-11 <u>3,287.86</u>	“ “

Total Salaries & Benefits \$39,161.98

Office Mart – PO#2701 – misc. office supplies	L-2 179.28	Spec. Fund
Handle With Care IT – PO#2703 – Level 2 remote help with e-mail issues	L-5 258.40	“ “
Vinton Co. National Bank – PO#2967 – Visa bill (J. Ferbrache & C. Lucht reg. to 3/7-3/8 Ohio Storm Water Mgmt. & Drainage Conference; T. Springer reg. to 3/1 2017 Ohio Woodland, Water & Wildlife Conference)	L-9 358.00	“ “

Vinton Co. National Bank – PO#2968 – Visa bill (SonicWALL Firewall Secure Upgrade)	L-3	686.99	“	“
Fairfield SWCD – PO#3086 – reimb. postage to mail February newsletter	L-2	237.64	“	“
North End Press – PO#3087 – February Fairfield Features newsletter	L-10	<u>1,395.55</u>	“	“
Total Expenses Special Fund (Purchase Orders)		\$3,115.86		

PURCHASE ORDERS

Speedway SuperAmerica – Blanket PO#1553 2/13 Monthly fuel bill	L-2	\$153.28		<i>Current Balance 556.15</i>
BP America – Blanket PO#1549 2/9 Monthly fuel bill	L-2	\$70.00		<i>Current Balance \$691.36</i>
AT&T – Blanket PO#1547 2/13 Monthly phone bill	L-5	\$45.83		<i>Current Balance \$208.34</i>
Time Warner Cable – Blanket PO#1551 2/13 Monthly business class service	L-5	\$119.99		<i>Current Balance \$479.96</i>

DISTRICT FUND BALANCES AS OF 2/28/17:

\$261,036.38	Total balance in District Account	
	\$153,823.57 - Balance in Star Ohio	
	\$107,212.81- Balance in District Checking Account	
\$166,307.24	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) Restricted Funds	
	\$2,949.95 - 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	
	\$54,495.21 - Current Staff Liabilities (comp & vacation leave) Assigned Funds	
	\$76,096.06 - Contingent Staff Liabilities (Unemployment–25% of prior year’s salaries) Assigned Funds	
\$94,729.14	Total undedicated funds	

PETTY CASH

Beginning Balance \$35.00
Ending Balance \$27.26

RECEIPTS

None

BILLS

5 newsletters returned (3 at \$.58; 2 at \$1.21)	\$4.16
3 newsletters returned (1 at \$1.21; 2 at \$.58)	2.37
1 newsletter returned	<u>1.21</u>
	\$ 7.74

SPECIAL FUND BALANCES AS OF 2/28/17:

Balance in Budgeted Appropriation Account - \$473,746.30

Balance in Special Account – \$249,221.94 (Actual Cash)

2016 STATE MATCH

Amount allocated - \$201,228.00

Outstanding balance (to be received in 2016/2017) - \$57,780.00

Received to date - \$143,448.00

Special Fund Account Balances

L-1 Salaries \$269,030.38	L-10 Advertising \$3,504.45
L-2 Supplies \$8,855.23	L-11 PERS \$37,424.28
L-3 Equipment \$13,955.07	L-12 Worker’s Comp. \$1,471.45
L-4 Repair & Maintenance \$979.31	L-12a Unemployment \$10.00
L-5 Contract Services \$11,998.34	L-12a Medicare \$3,970.09
L-6 Rentals/Lease \$13,120.00	L-13 Health Insurance \$98,010.48
L-7 Specialized Services \$3,800.00	L-13 Health Insurance EAP \$0
L-8 Scholarship \$0	L-13 Life Insurance \$383.52
L-9 Travel Reimbursement \$7,040.34	L-13 Long Term Disability \$193.36

Vacation, Sick & Comp Leave Balances (as of 2/17/17)

	<u>Sick Leave</u>	<u>Vacation Leave</u>	<u>Comp Leave</u>
Amy Boyer	910.73	456.33	2.25
Nikki Drake	946.45	410.95	13.38
Jonathan Ferbrache	205.20	198.20	.38
Christina Holt	668.63	455.58	4.5
Chad Lucht	2,296.76	379.90	4.5
Tommy Springer	680.59	150.45	13.88

“Dedicated Conservation Fund”

Vinton County National Bank

RECEIPTS

Vinton Co. National Bank – checking account interest (January) \$ 32.35

BILLS

None

DEDICATED CONSERVATION FUND BALANCE AS OF 2/28/17:

\$246,033.37 Total Cash Balance
 \$926.61 - Interest Earned
 \$15,380.37 – 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**
 \$21,332.74 – Pesticide Application **Committed Funds**
 \$59,733.66 – Engineering Program Funds **Committed Funds**
 \$140,659.99 - Urban Program Funds **Committed Funds**

Sarah Miles, Ohio University-Lancaster intern, gave a demonstration on the engineering project she has been working on for the last three semesters. She has been scanning in engineering plans and linking them to the property location on a map so that they can be easily accessed.

Dave is evaluating 8 applications for CSP. He will be away for training in Cincinnati the last week in March. Brice will be attending the ONE tour (training) in April.

To address recent changes in the Ohio Revised Code, we need to add a section on conceal carry to our employment policy. The wording was taken from the County Commissioners policy.

Approve addition of Section 71.50 Conceal Carry in the Fairfield SWCD Employment Policy

Motion: Don Second: Wendy All in favor

Amy has received 3 college scholarship applications to date. The deadline for submittal to the District is March 31. The interviews will be held prior to the April board meeting with up to two applicants selected to receive the scholarships.

Approve the resolution to support the naming of three tributaries of George Creek.

Motion: Matt Second: Tim All in favor

Approve Inventory Retirement Form for Ford F-150 (sold by auction on GovDeals for \$2,544).

Motion: Tim Second: Wendy All in favor

Amy gave an update on the pollution abatement complaint on the Suffolk Farm.

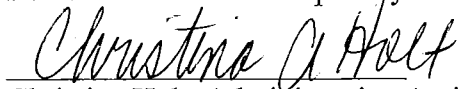
Adjourn at 5:34 p.m.

Motion: Matt Second: Tim All in favor


Mark Boving, Chair


Matt Reese, Secretary

Minutes & Financial Report by:


Christina Holt, Administrative Assistant