

LOGAN SOIL & WATER CONSERVATION DISTRICT

January 16, 2019

BELLEFONTAINE, OHIO 43311

OPENING: TIME: 8:30 a.m. _____

ATTENDED BY: JOHNSON____, KNIGHT____, LYDEN____, PHELPS____, RAMSEY____, SEARSON____, BILLENSTEIN____, HENDERSON____, SNIPES____

PUBLIC PARTICIPATION -30 MINUTES MAX-5 MINUTES PER TOPIC

1.0 APPROVED MINUTES OF REGULAR December 2018 MEETING

MOVED _____ SECOND _____ KNIGHT _____, JOHNSON _____, LYDEN _____, PHELPS _____, RAMSEY _____

2.0 FINANCIAL: APPROVE FINANCIAL REPORT

MOVED _____ SECOND _____ KNIGHT _____, JOHNSON _____, LYDEN _____, PHELPS _____, RAMSEY _____

- 2.1 Union Bank Certificate of Deposit – Maturity Date 01/01/19, left at Union Bank
- 2.2 Lorre Culp has completed a request to donate sick leave – 10 hours
- 2.3 Special Funds Budget

3.0: OLD BUSINESS:

- 3.1 Tim Lyden and Eric Johnson took their 2019 Oath of Office on December 18, 2018 after the December board meeting at 324 County Road 11 Bellefontaine, Ohio 43311 by Notary Robin Anne Godsil. Their OSAWCD Supervisor Oath of Office is filed at Logan SWCD offices.
- 3.2 Joe Ramsey and Jennifer Snipes reviewed the financial reports through November 2018 after the December 2018 meeting.
- 3.3 Open Meeting Policy for 2019 – meeting dates and times were submitted to Bellefontaine Examiner and published as Public Notice on 12/20/18

4.0 NEW BUSINESS:

- 4.1 2019 Reviews and Approvals
 - a.) Personnel Policy – Review / Signature Page (including Ethics Policy)
 - b.) Logan SWCD Policy – Review / Signature Page
 - c.) Reorganization Form – Complete
 - d.) Nominating Committee – Assign Chair / Brainstorm Candidates
 - e.) Review and Approve 2019 Spending Authorities, 2019 Financial Institutions, 2019 Items for Sale Price List
 - f.) Annual Plan of Work
- 4.2 Annual Partnership Conference – Annual Winter Meeting
- 4.3 Forestry and Wildlife Workshop (room rental & snacks – Education Grant)
- 4.4 Next Meeting (February) – review job descriptions & complete yearly reviews for all staff

5.0 REPORTS

- 5.1 NRCS Updates-Leisha
- 5.2 ODA Updates – Jocelyn
- 5.3 MNM UPDATES –Steve
- 5.4 TECHNICAL UPDATES – Steve

6.0 ADJOURNMENT TIME: _____

MOVED _____ SECOND _____ KNIGHT _____, JOHNSON _____, LYDEN _____, PHELPS _____, RAMSEY _____

NEXT REGULAR MEETING DATE: February 20, 2019 8:30 a.m.

DECEMBER

LEAVE BALANCES

As of 01/11/19

NAME		ANNUAL	SICK	COMP
ABBI HASTINGS	Auditor	61.590	28.500	28.000
	Beehive			
LORRE CULP	Auditor	26.264	68.580	0.000
	Beehive	26.260	69.580	0.000
STEVE SEARSON	Auditor	324.931	1662.490	0.390
	Beehive	324.920	1662.490	0.390
JENNIFER SNIPES	Auditor	17.400	99.985	7.630
	Beehive	17.400	99.990	7.630

SPECIAL FUNDS

BEGINNING	Debit	Credit	Balance	Voucher #
Salaries	\$ 8,142.08	\$	101,057.73	
PERS	\$ 1,709.82	\$	92,915.65	
Worker's Comp	\$ 82.33	\$	91,205.83	
Hospitalization / Life Insurance	\$ 537.66	\$	91,123.50	
Medicare	\$ 115.17	\$	90,585.84	
Submitted - OFSWCD (Area IV Dues)	\$ 100.00	\$	90,470.67	#1023
Submitted - Vectren	\$ 59.18	\$	90,370.67	#1024
Submitted - Verizon	\$ 43.08	\$	90,311.49	#1025
Submitted - ILWP (Copier Usage)	\$ 383.33	\$	90,268.41	#1026
Submitted - DP & L	\$ 127.08	\$	89,885.08	#1027
Submitted - OFSWCD (2019 State Dues)	\$ 1,020.00	\$	89,758.00	#1028
State Match - December	\$ -	\$ 6,366.00	88,738.00	
DECEMBER TOTALS	\$ 12,319.73	\$ 6,366.00	95,104.00	

Anticipated-

UTV - Steve

OFSWCD - Annual Meeting Registrations

Examiner - Financial Legal Notice

DISTRICT FUNDS

	Debit	Credit	Dedicated	Balance	Check #
BEGINNING				121,824.74	
Cash (for Change)		\$	100.00	121,724.74	
PNC Savings		\$	53,377.83	68,346.91	
PNC Interest	\$	8.16		68,355.07	
Union Banking Co. #7945		\$	31,268.10	37,086.97	
Union Banking Co. #8149		\$	20,000.00	17,086.97	
"Education Grants"		\$	13,673.62	3,413.35	
OEEF Teacher Workshop Grant		\$	1,941.76	1,471.59	
OFSWCD - CRP NCRS Contribution	\$	16,192.00		17,663.59	10-Dec
Citizens Federal (December Interest)	\$	0.76		17,664.35	
ILWP - December Rent	\$	250.00		17,914.35	10-Dec
Gary Weeks - Flags	\$	2.00		17,916.35	14-Dec
Citizens Federal (December Interest)	\$	0.96		17,917.31	31-Dec
OFSWCD - Winter Meeting Registration	\$	125.00		17,792.31	#6307
ODA - Nursery License	\$	125.00		17,667.31	#6308
DECEMBER TOTALS	\$ 250.00	\$ 16,453.88	\$ 120,361.31	\$ 138,028.62	District Funds
				\$ 33,282.69	Citizens

Pending Dec... C. Godwin (Tree Sale)	\$	80.00			11-Jan
Pending Dec...01/01-01/10 Citizens Interest	\$	0.46			10-Jan
Pending Dec...Postmaster (Newsletter)	\$				#6309
Anticipated -					
The Exchange Club (Flag Service)	\$				
ILDC Membership	\$				
OFSWCD Rehl Memorial Fund (Envirothon)	\$				
Logan Co. Chamber (Plat Books)	\$				
VISA - CTC Breakfast Postcard Stamps	\$				
OASWCDE Membership ??					
Historical Society Membership ??					
County Classifieds - 2 Ads					
VISA - 2 Facebook Ads					
Grant Expenses (Wildlife Workshop Room & Food)					
Grant Expenses (School/DIY Tour Prep)					
Grant Expenses (BL Science Fair Cash Awards)					
Grant Expenses *OEEF (Final Dissimination)					

ACCOUNTS RECEIVABLE
EXPENSE ACCOUNTS
 None Outstanding
 No Reimbursements Due

Time: 11:39 AM

12/01/2018 - 12/31/2018

Fund/Title	Beg Balance	Revenue	Expenditures	Cash Balance	Encumbrances	Unencumbered
015 SOIL CONSERVATION FU	104,009.66	6,366.00	16,272.81	94,102.85	0.00	94,102.85

-1498.65 ILWP

92,604.00

+ 2,500.00 ILWP → SW

\$ 95,104.00

OK gjs
01/02/2019

Logan SWCD Special Funds

1/2/2019 11:14 AM

Register: SPECIAL FUND BALANCE

From 12/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/05/2018	2066	WORKERS COMP	620101 · L-1120 WO...	JAN 2019 WO...	82.33			100,875.40
12/06/2018	2057	VECTREN ENERG...	640101 · L-1130 OTH...	MOTNHLY G...	59.18			100,816.22
12/06/2018	2058	VERIZON WIRELE...	640101 · L-1130 OTH...	MONTHLY JE...	43.08			100,773.14
12/06/2018	136		330501 · STATE MAT...	DECEMBER S...			6,366.00	107,139.14
12/07/2018	2053	LORRE CULP	510101 · L-1020 SAL...	SALARY PP: ...	631.04			106,508.10
12/07/2018	2054	STEVE SEARSON	510101 · L-1020 SAL...	SALARY PP: ...	2,320.00			104,188.10
12/07/2018	2055	JENNIFER SNIPES	510101 · L-1020 SAL...	SALARY PP: ...	1,120.00			103,068.10
12/07/2018	2069	MEDICARE	650101 · L-1140 ME...	MEDICARE P...	57.31			103,010.79
12/11/2018	2059	INDIAN LAKE WA...	549901 · L-1040 CON...	DECEMBER ...	383.33			102,627.46
12/11/2018	2060	DAYTON POWER ...	640101 · L-1130 OTH...	DECEMBER ...	127.08			102,500.38
12/11/2018	2061	OFSWCD	640101 · L-1130 OTH...	YEARLY STA...	1,020.00			101,480.38
12/13/2018	2065	PERS	610101 · L-1110 PERS	NOVEMBER ...	1,709.82			99,770.56
12/20/2018	2067	HOSPITALIZATIO...	630101 · L-1121 HOS...	2019 JAN HE...	534.36			99,236.20
12/20/2018	2068	HOSPITALIZATIO...	630101 · L-1121 HOS...	2019 JAN EM...	3.30			99,232.90
12/21/2018	2062	LORRE CULP	510101 · L-1020 SAL...	SALARY PP: ...	631.04			98,601.86
12/21/2018	2063	STEVE SEARSON	510101 · L-1020 SAL...	SALARY PP: ...	2,320.00			96,281.86
12/21/2018	2064	JENNIFER SNIPES	510101 · L-1020 SAL...	SALARY PP: ...	1,120.00			95,161.86
2/21/2018	2070	MEDICARE	650101 · L-1140 ME...	MEDICARE P...	57.86			95,104.00

11:11 AM
01/02/19
Cash Basis

**Logan SWCD Special Funds
Balance Sheet
As of December 31, 2018**

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
SPECIAL FUND BALANCE	95,104.00
Total Checking/Savings	<u>95,104.00</u>
Total Current Assets	<u>95,104.00</u>
TOTAL ASSETS	<u>95,104.00</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	71,263.13
Net Income	<u>23,840.87</u>
Total Equity	<u>95,104.00</u>
TOTAL LIABILITIES & EQUITY	<u>95,104.00</u>

11:16 AM
 01/02/19
 Cash Basis

Logan SWCD Special Funds Profit & Loss Budget Performance December 2018

	YTD Budget	\$ Over Budget	Annual Budget
Income			
321001 · COUNTY GRANTS	110,000.00	-7,500.00	110,000.00
330501 · STATE MATCHING FUNDS	65,928.00	21,683.00	65,928.00
473001 · WORKER'S COMP REFUND			
484001 · OTHER REIMB TO SPECIAL			
Total Income	175,928.00	26,964.99	175,928.00
Expense			
510101 · L-1020 SALARY	130,824.00 ✓	-5,105.54 ✓	130,824.00
520101 · L-1025 OFFICE SUPPLIES	1,000.00	-660.81 ✓	1,000.00
549901 · L-1040 CONTRACTS & REPAIRS	6,500.00	-1,248.28 ✓	6,500.00
560101 · L-1060 RENT	8,546.00 ✓	0.00 ✓	8,546.00
561501 · L-1030 EQUIPMENT	15,000.00	-12,586.91 ✓	15,000.00
590201 · L-1090 TRAVEL & EXPENSE	1,000.00	-500.00 ✓	1,000.00
610101 · L-1110 PERS	18,113.00	-1,094.07 ✓	18,113.00
620101 · L-1120 WORKER'S COMP	3,511.00	-2,417.16 ✓	3,511.00
630101 · L-1121 HOSPITALIZATION	9,600.00	-1,076.92 ✓	9,600.00
640101 · L-1130 OTHER, MISCELLANEOUS	47,763.13	-39,898.66 ✓	47,763.13
650101 · L-1140 MEDICARE	3,835.00	-2,051.66 ✓	3,835.00
660101 · L-1150 Contingency/Payout	20,000.00	-20,000.00 ✓	20,000.00
Total Expense	265,692.13	-86,640.01 ✓	265,692.13
Net Income	-89,764.13	113,605.00	-89,764.13

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 Cash Basis

Logan SWCD Special Funds Profit & Loss Budget Performance December 2018

	Dec 18	Budget	\$ Over Budget	Jan - Dec 18
Income				
321001 · COUNTY GRANTS	0.00			102,500.00
330501 · STATE MATCHING FUNDS	6,366.00			87,611.00
473001 · WORKER'S COMP REFUND	0.00			14.99
484001 · OTHER REIMB TO SPECIAL	0.00			12,767.00
Total Income	6,366.00			202,892.99
Expense				
510101 · L-1020 SALARY	8,142.08			125,718.46
520101 · L-1025 OFFICE SUPPLIES	0.00			339.19
549901 · L-1040 CONTRACTS & REPAIRS	383.33			5,251.72
560101 · L-1060 RENT	0.00			8,546.00
561501 · L-1030 EQUIPMENT	0.00			2,413.09
590201 · L-1090 TRAVEL & EXPENSE	0.00			500.00
610101 · L-1110 PERS	1,709.82			17,018.93
620101 · L-1120 WORKER'S COMP	82.33			1,093.84
630101 · L-1121 HOSPITALIZATION	537.66			8,523.08
640101 · L-1130 OTHER, MISCELLANEOUS	1,249.34			7,864.47
650101 · L-1140 MEDICARE	115.17			1,783.34
660101 · L-1150 Contingency/Payout	0.00			0.00
Total Expense	12,219.73			179,052.12
Net Income	-5,853.73			23,840.87

LOGANSWCDDISTRICT

1/11/2019 10:57 AM

Register: 111100 CHECKING-CITIZENS FED

From 12/01/2018 through 12/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2018	6307	OFSWCD	527000 TRAVEL & E...	AREA IV WIN...	125.00	X		16,961.97
12/04/2018	6308	OHIO DEPARTME...	522930 SALE OF PR...	DEALER IN N...	125.00	X		16,836.97
12/10/2018	036542	OFSWCD	321300 FEDERAL G...	CRP NRCS C...		X	16,192.00	33,028.97
12/10/2018	036544	ILWP	321600 RENTALS:32...	DECEMBER ...		X	250.00	33,278.97
12/10/2018	036545	CITIZENS FEDERAL	321800 OTHER REV...	11/10/18-12/10...		X	0.76	33,279.73
12/14/2018	036546	GARY WEEKS	522930 SALE OF PR...	25 FLAGS		X	2.00	33,281.73
12/31/2018	036549	CITIZENS FEDERAL	321800 OTHER REV...	12/11/18-12/31...		X	0.96	33,282.69

Matches
Checkbook
JRS 01/11/19

12:06 PM
01/11/19
Cash Basis

LOGANSWCDDISTRICT
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
100000 CASH ON HAND	100.00
111100 CHECKING-CITIZENS FED	33,282.69
121000 PNC BANK SVINGS #42..494	53,377.83
131000 UNION BANKING CO #7945	31,268.10
141000 UNION BANKING CO #8149	20,000.00
Total Checking/Savings	<u>138,028.62</u>
Total Current Assets	<u>138,028.62</u>
TOTAL ASSETS	<u>138,028.62</u>
LIABILITIES & EQUITY	
Equity	
180000 Unrestricted Net Assets	23,869.69
300000 Opening Balance Equity	127,840.49
Net Income	-13,681.56
Total Equity	<u>138,028.62</u>
TOTAL LIABILITIES & EQUITY	<u>138,028.62</u>