

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD NOVEMBER 21, 2023**

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 8:00 A.M. ON THIS DATE AT THE PICKAWAY COUNTY SERVICE CENTER BUILDING, 110 ISLAND RD, CIRCLEVILLE, OH IN 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (YES OR NO):

DEWEY CALLED THE MEETING TO ORDER AT 8:04 A.M.

Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Yes, Dewey Mann – Yes, Jonathan Lohstroh – No

THE FOLLOWING SWCD PERSONNEL WERE PRESENT AT VARIOUS TIMES (Y OR N):

Tawn Seimer – No, Katerina Sharp – Yes, Brad Hughes – No, Adriaenna Karr – Yes

Minutes Recorder: Katerina

THE FOLLOWING NRCS & PHEASANTS FOREVER PERSONNEL WERE ALSO PRESENT (Y OR N):

Justin Armintrout, NRCS DC – Yes, Megan Sweeney – Yes, Matt Mauzy – Yes, Melanie Cowell – No

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): No

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY/STAFF COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE ANNUAL MEETING:

Matt moved, seconded by Brian to approve minutes for the Annual Meeting held September 16, 2023. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR BOARD MEETING:

Matt moved, seconded by Bill to approve minutes for the Regular Board Meeting held October 26, 2023. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF APPROVING THE DISTRICT FUND BILLS/STATEMENT:

Matt moved, seconded by Brian to approve the October 2023 District Fund Financial Statement (**Attachment A**). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF APPROVING THE SPECIAL FUND BILLS/STATEMENT:

Matt moved, seconded by Brian to approve the October 2023 Special Fund Financial Statement (**Attachment B**). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports with staff updates.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin shared that NRCS staff are working on lots of CSP and EQIP payments. Justin and Megan will both be attending the Area 5 Winter Meeting. NRCS attended an area meeting last week where they were told that due to IRA money, funding for CSP and EQIP programs is going to go way up. NRCS also hopes to come up with a faster system where applications are turned in and then the entire process is complete within 45 days. NRCS must wait on the new Farm Bill to be approved before any new funding can be obligated. Megan attended a training recently for the conservation planner certificate. Matt has been working in the New Boston area on an Emergency Watershed Project (EWP) from a storm event in 2019. The EWP is supposed to be finished within 52 days; it's been about 2.5 weeks.

IN THE MATTER OF 2024 BUDGET REVISION:

Bill moved, seconded by Matt to approve a revision in the 2024 budget for the county commissioners that would move money out of the rental line item and into the audit line item. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

FYI – The District received \$1,741 from Pumpkin Show parking. This funding goes towards scholarships.

FYI – The Farm-to-Table books have been delivered to all county schools for 1st grade students. Circleville, Logan Elm, and Westfall FFA Chapters are reading the books to their 1st grade students.

IN THE MATTER OF 2024 ANNUAL PLAN OF WORK:

Matt moved, seconded by Brian to approve the 2024 Annual Plan of Work as presented. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF 2024 BOARD MEETING DATES & QUARTERLY REVIEW DATES:

Matt moved, seconded by Brian to approve the 2024 board meeting dates and county commissioner quarterly review dates. The September board meeting will be held on the 2nd Tuesday, September 10, to avoid Farm Science Review. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF AREA 5 WINTER MEETING:

The Area 5 Winter Meeting is scheduled for December 6 from 6-9 p.m. at Emmett Chapel UMC. Board and staff are invited to attend. Katerina needs to register everyone by Monday, November 27.

IN THE MATTER OF 2023 END OF YEAR EVALS:

The 2023 end of year employee evaluation time table for the December 12 board meeting was presented. The board would like to order pizza. Everyone needs to bring \$7 to chip in. Copies of staff eval paperwork was given to board members to review before December meeting.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 10/21/2023 & 11/04/2023 (**Attachment C & D**). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF EMPLOYMENT POLICY WITH AMENDMENTS:

Matt moved, seconded by Brian to approve the Employment Policy as of April 2015 with amendments. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

IN THE MATTER OF MOU WITH COUNTY ENGINEERS:

Matt moved, seconded by Brian to approve the MOU with the County Engineer and Commissioners dated April 21, 2015 with the amendment to commit to review every 5 years (listed under the Purpose). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Dewey Mann – Yes

FYI – OFSWCD letter from President and invoices for dues that have been sent in for payment.

FYI – 3rd quarter report for County Commissioners’ review.

FYI – State match report.

FYI – Calendar of events. Dewey plans to attend the January Quarterly Commissioners Review.

FYI – ODA updates for Area 5 SWCD board meetings – November Report.

***Note – Area 5 Winter Meeting Dec. 6th at 6 p.m. at Emmett Chapel UM Church, Tarlton Rd, Circleville.**

IN THE MATTER OF EXECUTIVE SESSION FOR STAFFING CONSIDERATIONS:

At 9:01 a.m., Matt moved, seconded by Bill to go into executive session to discuss staffing considerations.

Roll Call: Bill – Yes, Matt – Yes, Brian – Yes, Dewey – Yes

At 9:32 a.m., board came out of executive session.

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 October 1 through October 31, 2023

Attachment A

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$62,429.87	
	Engineering Deposit Encumbered	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	9,605.99	
	Affiliate/Scholarship Fund (-\$4,245.75 for 850 Farm to Table books)	6,764.82	
	Ag Day Program (+4000 Grant PCCF Ag Day t-shirts & \$5,000 pmt.)	-	
	Education Programs (Girl Scout pgm & school supplies - 109.22)	1,074.21	
	EE Camps (supplies - \$132.70 exp.)	3,930.37	
	Total MMA Checking Account		\$83,805.26
	Regular Checking Account		69,437.05
	Petty Cash		150.00
	Change Fund		100.00
	Total District Accounts		\$153,492.31
Ref			
3558	Thomas Cline - drill rental	\$ 100.00	
3559	Delaware SWCD - reimbursement of plaques for A5 Envirothon	\$ 63.80	
3560	Ruff Agri-Services - drill rental	\$ 421.00	
3563	County Commissioners - Pumpkin show parking scholarship	\$ 1,741.00	
***	Sales Tax Received for the Month	\$ -	
3537	Regular Checking Interest	\$ 59.42	
	Total Receipts - Regular Checking Income		\$2,385.22
3562	MMA Checking Interest	\$ 71.21	
	Total Receipts - MMA Account		\$71.21
		\$ -	
	Total Receipts - Petty Cash		\$0.00
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$2,456.43
Ref			
	Expenses		
C2353	Pickaway Co. Farm Bureau - 1/2 of porta pots for Annual Mtg.	\$ 190.00	
C2354	Visa - Web Hosting, annual subscription	\$ 165.00	
C2354	Visa - Lodging for OFSWCD Educator's Workshop	\$ 106.82	
C2354	Visa - Registration fee for OFSWCD Educator's Workshop	\$ 100.00	
C2354	Visa - Walmart - Ag Day supplies	\$ 59.97	
	Total Expenses Regular Checking		\$621.79
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
175	Porter's Car Wash - van washed and swept out	\$ 9.50	
	Total Expenses for Petty Cash		\$9.50
	Total Expenses		\$631.29
	<u>Ending Balances</u>		
	Money Market Checking Account		
	Unencumbered Funds	\$60,760.08	
	Engineering Deposit Encumbered	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	9,605.99	
	Affiliate/Scholarship Fund (+ \$ 1,741.00 Pumpkin Show parking for scholarships)	8,505.82	
	Ag Day Program	-	
	Education Programs	1,074.21	
	EE Camps	3,930.37	
	Total MMA Checking Account		\$83,876.47
	Regular Checking Account		71,200.48
	Petty Cash		140.50
	Change Fund		100.00
	Total District Accounts		\$155,317.45

Prepared by:

Tawn Seimer 11/7/2023

Date

Checked by:

Adrienne

11/7/2023

Date

Denny
Board Chair

11/21/23
Date



Pickaway SWCD Leave Report

Pay Period #22 (10/8/2023 - 10/21/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	31.83	4.60	0.00	36.43
Brad Hughes	103.75	6.20	0.00	109.95
Katerina Sharp	171.95	4.60	32.00	144.55
Tawn Seimer	216.41	7.70	0.00	224.11
Annual Leave Total 515.04				

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	138.76	4.77	3.25	140.28
Brad Hughes	124.95	4.77	0.00	129.72
Katerina Sharp	589.40	4.73	0.00	594.13
Tawn Seimer	1,742.58	4.77	0.00	1,747.35
Sick Leave Total 2,611.48				

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	14.13	4.50	0.00	18.63
Brad Hughes (-10 hr. comp pay out)	60.13	(5.50)	4.00	50.63
Katerina Sharp (-10 hr. comp pay out)	119.55	(6.63)	0.00	112.92
Tawn Seimer	17.82	4.50	0.00	22.32
Comp Time Total 317.42				

Signature of Preparer: Tawn Seimer

10/23/2023
Date

Signature of Reviewing Board Member Benji Mc

11/21/23
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period # 23 (10/22/2023 - 11/4/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	36.43	4.60	0.00	41.03
Brad Hughes	109.95	6.20	0.50	115.65
Katerina Sharp	144.55	4.60	0.00	149.15
Tawn Seimer	224.11	7.70	0.00	231.81
Annual Leave Total				537.64

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	140.28	4.64	0.00	144.92
Brad Hughes	129.72	4.64	9.50	124.86
Katerina Sharp	594.12	4.61	0.00	598.73
Tawn Seimer	1,747.36	4.60	4.50	1,747.46
Sick Leave Total				2,615.97

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	18.63	1.13	4.00	15.76
Brad Hughes (-10 hr. comp pay out)	50.63	(8.88)	0.00	41.75
Katerina Sharp (-10 hr. comp pay out)	112.92	(9.63)	2.50	100.80
Tawn Seimer	22.32	0.00	8.00	14.32
Comp Time Total				172.63

Signature of Preparer:

Tawn Seimer 11/6/2023
Date

Signature of Reviewing Board

Denny Brown 11/21/23
Date

Only approved timesheets are included in report calculation