

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD FEBRUARY 17, 2021**

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 9:00 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 (Y OR ABSENT):

Clyde called the meeting to order at 9:00 am.

Matt Anderson – Yes, Clyde Ohnewehr – Yes, Barbara Martindale –Yes (Zoom),
Bill Black – Yes, Jonathan Lohstroh - Yes.

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

Tawn Seimer –Yes, Katerina Sharp - Yes, Shelley Steele – Yes, Wesley French – Yes.

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC - No, Eli Ortiz – No

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): Yes, on Zoom

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS- none

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING (S):

Matt moved, seconded by Bill to approve minutes of the Regular Meeting held January 19, 2021, as corrected. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

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

Matt moved, seconded by Bill to approve the District Fund Financial Statement (***Attachment A***).

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale – Yes
Bill Black – Yes Clyde Ohnewehr – Yes

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

Bill moved, seconded by Matt to approve the Special Fund Financial Statement (***Attachment B***).

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF REVIEWING THE DISTRICT TECH & NON-TECH ACTIVITIES REPORT:

The board reviewed the District staff tech and non-tech activity reports.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin was unable to attend the meeting, he had a previous appointment.

FYI - IN THE MATTER OF THE 2020 CASH BASIS REPORT UPLOADED TO THE HINKLE SYSTEM:

The 2020 Cash Basis report has been uploaded to the Auditor of State Hinkle System on 2/5/2021.

IN THE MATTER OF THE PICKAWAY COUNTY BUYERS CLUB:

Matt moved, seconded by Bill to approve \$1000.00 be sent to the Pickaway County Buyers Club, that is handled through the Pickaway County Farm Bureau. The funds will be matched up to \$5000.00 by the Pickaway County Farm Bureau through March 2021. The funds will be expensed from the District's Affiliate/Scholarship program. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF THE EMPLOYEE CARRY OVER ANNUAL LEAVE FORM:

Barbara moved, seconded by Jonathan to approve the revised Employee Carry Over Annual Leave form. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF THE GREAT PLAINS DRILL TRADE-IN OR SELL:

The Board had decided at the January 19, 2021 board meeting to trade-in the 1998 Great Plains No-Till Drill for \$5,000.00 on the new 7 ft. Great Plains No-Till Drill. Correction made in January 19, 2021 minutes.

IN THE MATTER OF REVISED EQUIPMENT RENTAL FORM FOR A NEW GREAT PLAINS DRILL:

Jon moved, seconded by Matt to approve the revised Equipment Rental Form for the new equipment. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

FYI - IN THE MATTER OF THE OFSWCD VIRTUAL ANNUAL MEETING:

Each board and staff member will link in to the meeting virtually with their emails on Tuesday, February 23, 2021 at 10:00 a.m.

IN THE MATTER OF APPROVAL OF THE EMPLOYEE CODE OF CONDUCT POLICY:

Jon moved, seconded by Matt to approve the Employee Code of Conduct Policy. Each board and staff member will sign an Acknowledgement Form that they have received the policy. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF THE PICKAWAY COUNTY EMERGENCY LEAVE REQUEST FOR DISTRICT EMPLOYEES:

Matt moved, seconded by Jonathan to approve The Pickaway County Emergency Leave Request of 80 hours of Administrative Leave for Covid-19 to District Employees. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF PURCHASING HATS AND PINS FOR THE JR. CONSERVATIONIST PROGRAM:

Matt moved, seconded by Jonathan to purchase hats and pins for the Jr. Conservationist program for 144 hats at \$622.56 and 250 pins at \$208.50. The costs will be shared with The Pickaway County Parks District and RPHF Solid Waste district. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF THE OHIO ASSOCIATION OF SOIL & WATER DISTRICT EMPLOYEES MEMBERSHIPS:

No motion made.

IN THE MATTER OF THEN & NOWS FOR BILL PROCESSING:

Barbara moved, seconded by Bill to approve the Then & Now's for bills, Verizon Wireless - \$98.79, US Bank Financial (Copier Lease) - \$ 207.64, and Visa Gas Card - \$125.81. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF PAYMENT FOR ANNUAL SUBSCRIPTION FOR CIVIL 3D AUTOCAD:

Matt moved, seconded by Barbara to approve the payment of the Annual Subscription for Civil3D AutoCAD for 2021 for the amount of \$2,279.50. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF ORDERING ITEMS FROM INK MY LOGO:

Matt moved, seconded by Jonathan to purchase 25 hats for \$316.25 and to allow staff to order a few shirts. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Barbara moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 01/16/2021 & 01/30/2021 as follows: **(Attachment C & D)**. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
Bill Black – Yes Clyde Ohnewehr – Yes

LAST MINUTE ITEMS:

- FYI - Tree Sale/Web Site Report – discussion of views on web site and order numbers by Katerina**
- FYI – Waterway procedure – discussion on views and/or tech policies by Shelley and Wes**
- FYI – Quarterly Report for County Commissioners – October-November-December 2020**
- FYI – State Match Report – Received funds 1/11/2021**
- FYI – Calendar of Events**
- FYI – ODA Updates for Area 5 SWCD Board Meetings – February 2021 Report**

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ACTION:

Barbara moved at **10:05 a.m.**, seconded by Jonathan to go into executive session to discuss personnel action. Motion passed.

Roll Call: Matt Anderson – Yes, Jonathan Lohstroh – Yes, Barbara Martindale – Yes
 Bill Black – Yes, Clyde Ohnewehr – Yes

The board came out of executive session at 10:45 am.

Staff was asked to return to meeting to sign Acknowledgement Forms for the Employee Code of Conduct Policy.

Shelley Steele and Wesley French handed in their resignation letters without a two-week notice, District keys and badges.

IN THE MATTER OF THE BOARD SCHEDULING A SPECIAL MEETING:

Matt moved, seconded by Bill to schedule a Special Meeting on February 19, 2021 at 3:00 p.m., to discuss the District Technician job posting and other District topics.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
 Bill Black – Yes Clyde Ohnewehr – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Barbara to adjourn the February 17, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 11:00 a.m. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes Barbara Martindale - Yes
 Bill Black – Yes Clyde Ohnewehr – Yes

The next regular board meeting is scheduled for **Tuesday, March 16, 2021 at 9:00 – 11:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Clyde Ohnewehr– Chairperson Date

Barbara Martindale – Secretary Date

Minutes Recorder Date