



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

Matt moved, seconded by Jonathan to approve the January 2024 Special Fund Financial Statement **(Attachment B)**. Motion passed.

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

**IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:**

The board reviewed the district staff activity reports.

**IN THE MATTER OF REVIEWING NRCS UPDATES:**

NRCS employees are currently working on CRP, EQIP, and CSP. Pheasants Forever is working on re-enrolls for programs with wildlife practices. SWCD is working on the waterway programs. Matt is working on the EQIP programs. A new waterway sign up is coming up. Franklin NRCS is hiring a new person, Hayley Perkins, starting April 8.

**UPDATE OF TECHNICIAN COMPUTER:**

Brad shared an update regarding the purchase of a CCE computer from NRCS.

**FARM BUREAU MEEING UPDATE – AG DAY AND ANNUAL MEETING:**

Katerina shared an update from the previous Pickaway County Farm Bureau Meeting. Katerina and PCFB OD Chip Nelson will meet with PCCF Ag Committee in March to share about Ag Day. No annual meeting update to share.

**IN THE MATTER OF THEN & NOWS FOR APPROVAL FOR PAYMENT:**

Bill moved, seconded by Jonathan to approve the Then & Now’s for payments of bills for Verizon Wireless - \$124.49 and U.S. Bank Equipment Finance (copier rent) \$244.04. Motion passed.

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

**DISUCSSION OF JOB DUTIES FOR CURRENT EMPLOYEES AND NEW HIRE:**

The board will continue to review current employee job descriptions and workloads and be ready to discuss job descriptions more at the March meeting.

**IN THE MATTER OF 2024 OVERHOLT DRAINAGE SCHOOL:**

Jonathan moved, seconded by Bill to approve to send Brad to the 2024 Overholt Drainage School in March. Motion passed.

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



The next regular board meeting is scheduled for **Tuesday, March 19, 2024 at 8:00 a.m.** in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

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Dewey Mann – Chairperson                      Date

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Brian Reid – Secretary    Date

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Minutes Recorder    Date

**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
DISTRICT FUND FINANCIAL STATEMENT  
January 1 through January 31, 2024**

**Attachment A**

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$60,913.00	
	Engineering Deposit Encumbered	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected) (+16,452.75)	26,058.74	
	Affiliate/Scholarship Fund	8,505.82	
	Ag Day Program	-	
	Education Programs	1,074.21	
	EE Camps	3,930.37	
	Total MMA Checking Account		\$100,482.14
	Regular Checking Account		72,424.95
	Petty Cash		140.50
	Change Fund		100.00
	Total District Accounts		<b>\$173,147.59</b>
<b>Ref</b>			
several	Tree Sales	\$ 1,805.00	
several	Fish Sales	\$ 582.80	
5221	Steck - 2 rain barrel kits	\$ 60.00	
several	Flag sales	\$ 18.00	
several	Affiliate Memberships	\$ 2,990.00	
5222	EE Camp registration	\$ 20.00	
5202	Engineering Fees - 25.83 ac @ \$6/ac	\$ 154.98	
3589	GP Drill rental - partial pmt	\$ 100.00	
***	Sales Tax Received for the Month	\$ 177.35	
5224	Regular Checking Interest	\$ 62.89	
	<b>Total Receipts - Regular Checking Income</b>		\$5,971.02
5225	MMA Checking Interest	\$ 85.14	
	<b>Total Receipts - MMA Account</b>		\$85.14
		\$ -	
	<b>Total Receipts - Petty Cash</b>		\$0.00
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>		<b>\$6,056.16</b>
<b>Ref</b>	<b>Expenses</b>		
C2356	Visa - Area 5 Winter Meeting - 4 Staff & 3 Supervisors	\$ 161.00	
C2356	Visa - Rain Barrel Kits (40) for workshop	\$ 986.28	
C2357	Ag Pro - service & repairs on JD Gator	\$ 369.57	
C2358	Gary D Kenworthy Trust Acct - Engineering fee refund/C Roberts - \$20	\$ -	2nd ck \$ 274.00
C2359	Treasurer, State of Ohio - July - Dec 2023 sales tax due to State	\$ 23.68	
	The Savings Bank - stop payment on C Roberts check for 294.00.	\$ -	stop pmt \$ 20.00
	<b>Total Expenses Regular Checking</b>		\$1,540.53
	<b>Total Expenses MMA Checking</b>		\$0.00
	<b>Petty Cash</b>		
		\$ -	
	<b>Total Expenses for Petty Cash</b>		\$0.00
	<b>Total Expenses</b>		<b>\$1,540.53</b>
	<u>Ending Balances</u>		
	Money Market Checking Account		
	Unencumbered Funds	\$57,833.16	
	Engineering Deposit Encumbered (ck # 2333 for \$294.00 voided)	-	reissued ck # 2358
	Engineering Fees Received	154.98	
	Technical (Contribution Agreement/NRCS & Fees collected)	26,058.74	
	Affiliate/Scholarship Fund (+2990.00)	11,495.82	
	Ag Day Program	-	
	Education Programs	1,074.21	
	EE Camps (+20.00 camp regs)	3,950.37	
	Total MMA Checking Account		\$100,567.28
	Regular Checking Account		76,855.44
	Petty Cash		140.50
	Change Fund		100.00
	Total District Accounts		<b>\$177,663.22</b>

Prepared by: <u>Tawn Seimer</u> <u>2/5/2024</u>	Checked by: <u>Abigail Ann</u> <u>2/16/24</u>
Date	Date
<u>Devey Mann</u>	<u>2/20/24</u>
Board Chair	Date





# Pickaway SWCD Leave Report

## Pay Period #2 (12/31/2023 - 1/13/2024)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	35.98	4.60	0.00	40.58
Brad Hughes	120.45	6.20	0.00	126.65
Katerina Sharp	145.55	4.60	0.25	149.90
Tawn Seimer	171.61	7.70	0.00	179.31
<b>Annual Leave Total</b>				<b>496.44</b>

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	136.11	4.60	3.00	137.71
Brad Hughes	102.83	4.60	3.00	104.43
Katerina Sharp	616.20	4.60	0.00	620.80
Tawn Seimer	1,766.09	4.60	0.00	1,770.69
<b>Sick Leave Total</b>				<b>2,633.63</b>

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	23.25	0.00	0.50	22.75
Brad Hughes	22.00	0.00	9.00	13.00
Katerina Sharp (-10 hr. comp pay out)	50.30	(10.00)	0.00	40.30
Tawn Seimer	8.07	0.00	0.00	8.07
<b>Comp Time Total</b>				<b>84.12</b>

Signature of Preparer: Tawn Seimer

1/16/2024

Date

Signature of Reviewing Board Member: [Signature]

2/20/2024

Date

*Only approved timesheets are included in report calculation*



# Pickaway SWCD Leave Report

## Pay Period #3 (1/14/2024 - 1/27/2024)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	40.58	4.60	0.00	45.18
Brad Hughes	126.65	6.20	1.50	131.35
Katerina Sharp	149.90	4.60	0.00	154.50
Tawn Seimer	179.31	7.70	0.00	187.01

**Annual Leave Total 518.04**

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	137.71	4.83	32.00	110.54
Brad Hughes	104.43	4.84	3.00	106.27
Katerina Sharp	620.80	5.16	8.00	617.96
Tawn Seimer	1,770.69	4.60	0.00	1,775.29

**Sick Leave Total 2,610.06**

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	22.75	6.00	0.00	28.75
Brad Hughes	13.00	6.38	0.00	19.38
Katerina Sharp (-10 hr comp pay out)	40.30	4.63	3.00	41.93
Tawn Seimer	8.07	0.00	1.00	7.07

**Comp Time Total 97.13**

Signature of Preparer: \_\_\_\_\_

*Tawn Seimer* 1/29/2024  
Date

Signature of Reviewing Board Member: \_\_\_\_\_

*[Signature]* \_\_\_\_\_  
Date

*Only approved timesheets are included in report calculation*