

**2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD AUGUST 18, 2020**

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 (Y OR ABSENT):

Bill Black performed the Oath of Office swear-in for Jonathan Lohstroh at 8:00 am (*Attachment A*)

Barbara called the meeting to order at 8:05 a.m.

Matt Anderson – Absent, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,
Bill Black – Yes, Jonathan Lohstroh – Yes.

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

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

Minutes Recorder: Tawn

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

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

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

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

Bill moved, seconded by Clyde to approve minutes of the Regular Meeting held July 14, 2020. Motion passed.

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

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

Bill moved, seconded by Clyde to approve the District Fund Financial Statement for July (*Attachment B*). Motion passed.

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

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

Clyde moved, seconded by Bill to approve the Special Fund Financial Statement for July (*Attachment C*). Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes Barbara Martindale - 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 GOING INTO EXECUTIVE SESSION TO DISCUSS CONSERVATION PLANS:

Bill moved, seconded by Clyde to go into Executive Session to discuss the Conservation Plans at 8:15 a.m.

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

The board came out of executive session at 8:21 a.m.

IN THE MATTER OF APPROVING NRCS CONSERVATION PLANS:

Jonathan moved, seconded by Bill to approve the 47 CRP Conservation Plans. Motion passed.

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

IN THE MATTER OF ACCEPTING THE RESIGNATION OF JOHN ROBERT SKIDMORE:

Bill moved, seconded by Clyde to accept the resignation letter from John Robert Skidmore. Payout of vacation was processed in Pay Period #17. Motion passed.

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

IN THE MATTER OF THE ENGINEERING FEE FORM UPDATE:

Bill moved, seconded by Clyde to approve the new Conservation Engineering Practice Agreement form to offer \$4.00/acre fee for topo maps. The District will only do the \$4.00/acre (minimum fee \$100) for topo maps at this time. Motion passed.

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

FYI - IN THE MATTER OF KATERINA GIVING THE BOARD A 2020 EXPERIENCE EARTH DAY CAMP REPORT:

Katerina reviewed with the board her 2020 Experience Earth Day Camp report. The camp was attended by 19 children at the Pickaway County Sportsman Club.

FYI - IN THE MATTER OF THE WASHRACK SIGNS INSTALLED AT THE FAIRGROUNDS:

Grant Clifton, Pickaway Co. Maintenance, has installed 12 wash rack signs at the fairgrounds. He has at least 4 to 6 more to install inside barns if approved.

IN THE MATTER OF THE DISTRICT TECHNICIAN CELL PHONE:

The District Technicians have a new cell phone, the number is 1-614-403-2641. Texting on the phone is charged by transaction. It does have camera availability.

FYI - IN THE MATTER OF SERVER UPDATE:

Jason Sheehy has a few more updates to perform before the licenses on the remote access of the server are available for use.

IN THE MATTER OF DISTRICT OFFICE MOVE:

Tawn informed the board that the SWCD District will not be moving into the downstairs offices at this time. The official notice is: Recorder's, Auditor's and the Treasurer's offices will be moving to the available space on the first floor of the Pickaway County Service Center building as soon as the space is made available.

FYI - IN THE MATTER OF THE CURRENT AUDIT:

Perry & Associates, CPA have requested an extension on the audit to 8/31/2020.

FYI – IN THE MATTER OF KATERINA TO VOLUNTEER TO THE DSWC BEEHIVE PROGRAM ADVISORY COMMITTEE:

Katerina has volunteered to be on a State Beehive Advisory Committee. No meetings have been planned at this time.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Clyde moved, seconded by Bill to approve the Employee Leave Reports for the pay periods ending 7/18/2020 and 8/01/2020 (*Attachments D & E*). Motion passed.

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

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave an update on the NRCS projects and programs being worked on. We had two CSP applications; one was approved and funded, the other one did not get all paperwork in by deadline, they can apply next year. There were 8 EQIP applicants funded. There are 156 CRP & CREP re-enroll contracts that will be created and need signatures, at this time 61 have been done. FSA and NRCS have created a drive-thru tent downstairs in the parking lot, by appointment only, to get the signatures needed for these contracts.

LAST MINUTE ITEMS

IN THE MATTER OF PURCHASING THE 1ST GRADE BOOKS – “RIGHT THIS VERY MINUTE: A TABLE-TO-FARM BOOK ABOUT FOOD AND FARMING”:

Clyde moved, seconded by Jonathan to approve the purchase of 850 “Right This Very Minute: A Table-to Farm book about Food and Farming”, for incoming 2020 Pickaway County 1st Graders. The books will be labeled with the donators for this project and available in the local libraries. The District has received a \$2,000.00 grant toward the \$12,082.00 estimated cost of the project. Katerina has applied for several other grants to cover the expenses. The funds for the purchase will be from the Affiliate Membership/Scholarship District Fund line item, and then reimbursed as funds become available. Motion passed.

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

FYI – Tawn will be attending a State Administrator’s Meeting virtually on Aug. 19, 2020 at 11:00 am.
FYI – 2020 2nd Quarter Review with the County Commissioners report
FYI – State Match Received – None this month
FYI – ODA Updates for Area 5 SWCD Board Meetings – August
FYI – Calendar of Events

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS 2021 BUDGET:

Clyde moved, seconded by Bill to go into Executive Session to discuss the 2021 Budget at 9:12 a.m.
Tawn Seimer was asked to attend.

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

The board came out of executive session at 9:40 a.m.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Jonathan moved, seconded by Clyde to adjourn the August 18, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 9:43 a.m. Motion passed.

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

The next regular board meeting is scheduled for Tuesday, September 15, 2020 at 8:00 – 10:00 a.m., in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Barbara Martindale – Secretary Date

Bill Black – Treasurer Date

Minutes Recorder Date

COPY

OHIO SOIL AND WATER CONSERVATION COMMISSION

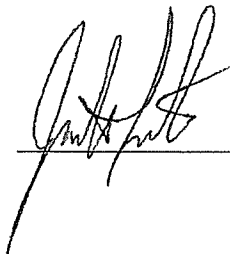
SUPERVISOR
OATH OF OFFICE

"I, Jonathan Lohstroh, do

solemnly swear that I will,

to the best of my ability, faithfully discharge the duties of Supervisor of the
Pickaway Soil and Water Conservation District to which I have been elected
(or appointed), and preserve, protect, and defend the Constitution of Ohio
and of the United States of America.

So help me God. "

Signed: 

Subscribed and sworn to before me

This 18th day of August, 2020. 8:00 AM

Notary Public of Ohio

Commission Expiration

SEAL



PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 July 1 through July 31, 2020

Attachment B

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$102,496.76	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Affiliate/Scholarship Fund	14,372.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered	2,709.46	
	Ag Book Grant for Pickaway Co. 1st Graders	2,000.00	
	Total MMA Checking Account		\$123,609.42
	Regular Checking Account		60,429.74
	Petty Cash		150.00
	Change Fund		100.00
	Total District Accounts		\$184,289.16
Ref			
517	John Woodruff - drill rental	\$ 291.00	
532	Carl Wheeler - drill rental	\$ 75.00	
several	EE Camp Registrations	\$ 360.00	
533	Aerial DVD	\$ 5.00	
533	Regular Checking Interest	\$ 7.79	
	Total Receipts - Regular Checking Income		\$738.79
537	MMA Checking Interest	24.15	
	Total Receipts - MMA Account		\$24.15
		0	
	Total Receipts - Petty Cash		\$0.00
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$762.94
Ref	Expenses		
C2211	Visa - EE Camp Water bottles	\$ 322.84	
C2211	Visa - Education supplies for fair booth & poster frames	\$ 69.98	
C2212	Ink My Logo - 27 EE Camp t-shirts	\$ 297.00	
C2213	The University of Findlay - C. Winter scholarship	\$ 500.00	
C2214	Scioto Signs - 2020 Conservationist of the Year	\$ 32.32	
C2215	Pickaway Co. 4-H Committee - 6 Natural Resource classes	\$ 120.00	
	Total Expenses Regular Checking		\$1,342.14
	Total Expenses MMA Checking		
	Petty Cash		
113	Kroger - EE Camp supplies	\$ 22.68	
114	Kroger - EE Camp supplies	\$ 6.21	
115	Kroger - EE Camp supplies	\$ 6.21	
116	Car Wash - Van	\$ 5.00	
117	Sunoco - ice for EE Camp	\$ 24.95	
118	Sunoco - ice for EE Camp	\$ 24.95	
	Total Expenses for Petty Cash		\$90.00
	Total Expenses		\$1,432.14
<u>Ending Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$102,865.75	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Affiliate/Scholarship Fund	14,372.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered (-\$704.84 -Exp.) (+\$360 - Registrations)	2,364.62	
	Ag Book Grant for Pickaway Co. 1st Graders	2,000.00	
	Total MMA Checking Account		\$123,633.57
	Regular Checking Account		59,826.39
	Petty Cash		60.00
	Change Fund		100.00
	Total District Accounts		\$183,619.96

Prepared by: Taun Seimon 8/4/2020 Date
 Checked by: Katerina Sharp 8-6-2020 Date
Barbara Martindale 8/18/2020 Date
 Board Chair Secretary

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 July 1 through July 31, 2020

Beginning Special Fund Balance		\$505,481.21
REVENUE		
State Match - Pay-In: no payments in July	0.00	
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (3 pay periods 14, 15 & 16)	\$21,102.77	
PERS	2,805.60	
MEDICARE	295.08	
INSURANCE	-	
SUPPLIES		
Office Mart - wall calendars, planner, labels, tent cards	114.52	
Walmart - Cleaning and sanitizing supplies	35.63	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	271.43	
Quench - water filter lease	40.31	
Verizon Wireless	68.43	
Xerox Copier Lease	210.94	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	151.34	
ADVERTISING/PRINTING		
Circle Printing - July 2020 Conservation Newsletter	1,667.25	
EQUIPMENT		
R & M Tires - tires on 2012 Dodge van	494.00	
Total Special Fund Expenses		\$27,257.30
Ending Special Fund Balance		\$478,223.91

Prepared by: Katerina Sharp 8-3-2020 Date Checked by: Tawn Seimen 8/4/2020 Date

Barbara Martindale 8/18/2020 Date
 Chair Secretary



Pickaway SWCD Leave Report

Pay Period #16 7/05/2020 to 7/18/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	160.20	3.10	6.00	157.30
Shelley Steele	74.40	3.10	0.00	77.50
Tawn Seimer	164.41	7.70	0.00	172.11
Wesley French	62.00	3.10	0.00	65.10

Annual Leave Total 492.20

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	252.97	4.83	0.00	257.80
Shelley Steele	73.67	4.60	24.00	54.27
Tawn Seimer	1,564.23	4.60	11.00	1,557.83
Wesley French	85.71	4.60	0.00	90.31

Sick Leave Total 2011.77

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	27.15	6.00	0.00	33.15
Shelley Steele	5.00	0.00	1.00	4.00
Tawn Seimer	1.82	0.00	0.00	1.82
Wesley French	25.75	0.00	1.00	24.75

Comp Time Total 63.72

Signature of Preparer: Tawn Seimer7/20/2020

Date

Signature of Reviewing Board Member: C. P. De O...

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #17 7/19/2020 to 8/1/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	157.30	3.10	0.00	160.40
Shelley Steele	77.50	3.10	0.00	80.60
Tawn Seimer	172.11	7.70	1.00	178.81
Wesley French	65.10	3.10	0.00	68.20

Annual Leave Total 508.20

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	257.80	4.61	0.00	262.41
Shelley Steele	54.27	4.60	0.00	58.87
Tawn Seimer	1,557.83	4.60	1.00	1,561.43
Wesley French	90.31	4.60	0.00	94.91

Sick Leave Total 2029.18

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	33.15	0.38	2.50	31.03
Shelley Steele	4.00	0.00	1.50	2.50
Tawn Seimer	1.82	0.00	1.00	0.82
Wesley French	24.75	0.00	0.00	24.75

Comp Time Total 59.10

Signature of Preparer: _____

Tawn Seimer

8/3/2020

Date

Signature of Reviewing Board Member: _____

Bill Blod

8-18-2020

Date

Only approved timesheets are included in report calculation