

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD AUGUST 15, 2023**

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**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 2<sup>ND</sup> FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):**

**Dewey called the meeting to order at 8:05 am.**

Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Absent, Dewey Mann – Yes, Jonathan Lohstroh - Yes

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

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriaana Karr - Yes, Emma Brown –Yes, Quincy Lowery – Yes.

**Minutes Recorder: Tawn**

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

Justin Armintrout, NRCS DC – Yes, Matt Mauzy – Yes

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

**VISITORS OR GUESTS PRESENT:** Melanie Cowell, Pheasants Forever Biologist

**PUBLIC/AGENCY COMMENTS:** Melanie Cowell introduced herself to the board and gave a little background of previous positions that she has held in some western states.

**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 July 18, 2023. Motion passed.

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

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

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

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

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

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

Vote on Motion (Y, N or A): Bill Black – Yes Matt Anderson – Yes Jonathan Lohstroh - 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 gave NRCS updates. There was one more EQIP contract that was funded in Franklin County that needs to be planned. Need to finish 78 CRP re-enrolls with help from FSA, Pheasants Forever, and the Area 5 Office. Will need to create plans for new waterway contracts. Eli's position in Franklin County is still waiting to be posted. A new Soil Conservationist will begin in Pickaway County on August 28<sup>th</sup>. Her name is Megan Sweeney and she is coming from the Madison SWCD. Justin hopes to get her up and going on the CCE computer. There is a meeting today with FSA, PF and NRCS for the CRP Wildlife re-enrolls to finalize and correct the contracts.

Melanie Cowell gave an update: She is working on seeding certification, will be attending an EQIP seminar in Athens for three days. In September will be going to a new hire training for PF in Minnesota.

**IN THE MATTER OF 2023 ANNUAL MEETING UPDATE:**

Katerina gave an update on the 2023 Annual Meeting. Location will be Justin Adams barn at 10858 St. Rt. 56, Mt. Sterling, Ohio 43143. The food truck "Up In Smoke" has been scheduled for the event. The meal will consist of Pulled Pork, Chicken, macaroni and cheese, baked beans, and hot dogs. We will need to provide the drinks. Farm Bureau has reserved a handicap port-a-john and wash station. The schedule is 2:00-3:00 p.m. voting & socialize, 3:00 – 4:00 p.m. Pickaway Farm Bureau and Pickaway SWCD meeting begins, 4:00 p.m. Ohio State Football game begins. Food Trucks will be available 4:00 – 6:00 p.m. Brian said that he has 150 chairs and some tables available for the event. May need to rent some more tables.

**IN THE MATTER OF AMENDMENT TO THE EMPLOYMENT POLICY FOR COMP PAY OUT:**

Jonathan moved, seconded by Bill to change the current up to 5 hours to up to 10 hours of comp time be paid out per pay period for each employee. The amendment and form will be updated and given to Lisa for payroll purposes. Motion passed.

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

**IN THE MATTER OF PURCHASING A NEW PLOTTER:**

Bill moved, seconded by Matt to approve the purchase of the HP DesignJet T830, 36-inch Plotter/Scanner/Copier with trade in for \$5,950.00. The purchase will be through Special Fund. Motion passed.

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

**IN THE MATTER OF PLANNING A JOINT AG TOUR WITH MADISON COUNTY WITH STATE REPRESENTATIVE:**

Julia from Madison SWCD contacted Tawn again and she is still working out a scheduled time to get with State Representative, Stephanie Kunze for the joint ag tour. It may be in October.

**IN THE MATTER OF A CDE SOIL JUDGING IN PICKAWAY COUNTY:**

Katerina was contacted by Westfall FFA Advisor, Rachel Scior that it is Pickaway SWCD's turn to host the CDE Soil Judging. Contacts will be made with Mt. Oval historical farm and the farm operator to find out if we can host it at Mt. Oval. A soil scientist will need to be contacted for judging the soil pits and maybe questions for the test. The event is scheduled for Oct. 3, 2023.

**IN THE MATTER OF EMPLOYEE LEAVE REPORTS:**

Matt moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 7/14/2023 & 7/28/2023 as follows: **(Attachment C & D)**. Motion passed.

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

**FYI – State Match Report – 2023/2024 state wide State Match report given to the board**

**FYI – Calendar of Events**

**FYI – ODA Updates for Area 5 SWCD Board Meetings – August Report**

**IN THE MATTER OF EXECUTIVE SESSION FOR PERSONNEL MATTERS:**

At 9:13 a.m., Jonathan moved, seconded by Bill to go into executive session for Personnel Mid-Year Evaluations and Intern Exit Interviews.

Roll Call; Bill – Yes, Matt – Yes, Jonathan – Yes, Dewey – Yes

At 11:42 a.m. Board came out of executive session.

**IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:**

It was moved by Jonathan, seconded by Matt to adjourn the August 15, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 11:43 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, September 19, 2023 at 8:00 – 10:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

\_\_\_\_\_  
Dewey Mann – Chairperson Date

\_\_\_\_\_  
Brian Reid – Secretary Date

\_\_\_\_\_  
Minutes Recorder Date

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

Attachment A

<b>Beginning Balances</b>			
	Money Market Checking Account		
	Unencumbered Funds	\$60,826.91	
	Engineering Deposit Encumbered	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	9,605.99	
	Affiliate/Scholarship Fund	11,010.57	
	Ag Day Program	-	
	Education Programs	1,323.86	
	EE Camps (+ \$ 370.00 registrations + donation \$100.00)	5,066.78	
	Total MMA Checking Account		\$87,834.11
	Regular Checking Account		73,806.19
	Petty Cash		138.37
	Change Fund		100.00
	Total District Accounts		\$161,878.67
<b>Ref</b>			
3545	EE Camp registrations	\$ 20.00	
3542	Jr. EE Camp registrations	\$ 10.00	
several	Rain Barrels & kits	\$ 70.00	
3541	Pickaway Parks Dist - Reimburse on rain barrel kits for workshop	\$ 823.20	
Two	EE Camp donation for Plug seeding	\$ 65.00	
3544	PCCF Ag Community Foundation - Grant for Ag Day T-Shirts	\$ 1,000.00	
***	Sales Tax Received for the Month	\$ 5.08	
3537	Regular Checking Interest	\$ 62.73	
	<b>Total Receipts - Regular Checking Income</b>		\$2,056.01
3538	MMA Checking Interest	\$ 74.63	
	<b>Total Receipts - MMA Account</b>		\$74.63
	<b>Total Receipts - Petty Cash</b>		\$0.00
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>		\$2,130.64
<b>Ref</b>	<b>Expenses</b>		
C2336	Visa - knee highs for soil buddy pgm.	\$ 70.75	
C2337	Ink My Logo - 500 Macaw ink pens	\$ 337.38	
C2338	Ink My Logo - 150 packs playing cards	\$ 360.43	
C2339	Ink My Logo - 500 Business card magnets	\$ 298.20	
C2340	Ink My Logo - 89 T-Shirts for EE Camp	\$ 982.50	
C2341	Ohio Department of Taxation - January - June sales tax	\$ 1,234.41	
C2342	Pickaway Co. Farm Bureau - 1/2 of meal at 2022 Ann, Mtg,	\$ 971.75	
C2343	Scioto Signs - 2023 Cooperator sign	\$ 36.45	
C2344	Capital One/Walmart - Friday In The Park pgm.	\$ 69.68	
C2344	Capital One/Walmart - EE Camp expenses	\$ 116.21	
	<b>Total Expenses Regular Checking</b>		\$4,477.76
	<b>Total Expenses MMA Checking</b>		\$0.00
	<b>Petty Cash</b>		
169	Kroger - Ice for EE Camp	\$ 10.98	
170	Kroger - Ice for EE Camp	\$ 4.79	
171	Kroger - Ice for EE Camp	\$ 4.79	
	<b>Total Expenses for Petty Cash</b>		\$20.56
	<b>Total Expenses</b>		\$4,498.32
<b>Ending Balances</b>			
	Money Market Checking Account		
	Unencumbered Funds	\$61,045.68	
	Engineering Deposit Encumbered	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	9,605.99	
	Affiliate/Scholarship Fund	11,010.57	
	Ag Day Program (+ Grant from PCCF for Ag Day t-shirts)	1,000.00	
	Education Programs (- FITP 69.68 - soil buddy 70.75)	1,183.43	
	EE Camps (+ \$ 30.00 reqs. + donation \$65.00 - \$1098.71 exp.)	4,063.07	
	Total MMA Checking Account		\$87,908.74
	Regular Checking Account		71,384.44
	Petty Cash		117.81
	Change Fund		100.00
	Total District Accounts		\$159,510.99

Prepared by: Tawn Seimes 8/2/2023 Date: 8/2/2023 Checked by: Brad Hughes Date: 8/3/2023  
Doug Mann Board Chair Date: 8/15/23

**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
SPECIAL FUND FINANCIAL STATEMENT  
July 1 through July 31, 2023**

**Attachment B**

Beginning Special Fund Balance		\$812,421.33
<b>REVENUE</b>		
	\$ -	
Total Special Fund Revenue		\$0.00
<b>EXPENSES</b>		
SALARIES (3 pay periods 11, 12 & 13)	\$18,701.00	
PERS	2,593.50	
MEDICARE	263.48	
MEDICAL INSURANCE & DENTAL	2,675.78	
<b>SUPPLIES</b>		
Capital One/Walmart - Office supplies power strips, phone cases	122.33	
Post Master - Postage for bulk mail - July newsletter	600.00	
<b>CONTRACT - SERVICES</b>		
Xerox Copier Lease	232.90	
Verizon Wireless	124.29	
Frontier - Phone, DSL	192.93	
Quench - water filter lease	44.34	
<b>TRAVEL &amp; EXPENSES</b>		
Visa - Fuel	132.75	
<b>EDUCATION/SCHOLARSHIP</b>		
Capital One/Walmart - Fair and program supplies	78.19	
<b>EQUIPMENT</b>		
Perfection One - Dodge Caravan brake line repair	135.00	
<b>Total Special Fund Expenses</b>		<b>\$25,896.49</b>
<b>Ending Special Fund Balance</b>		<b>\$786,524.84</b>

Prepared by: Tawn Seimer 8/2/2023      Checked by: Boed Hughes 8/3/2023  
Date Date

[Signature]                      8/15/23  
Chair Date



# Pickaway SWCD Leave Report

## Pay Period # 15 (7/2/2023 - 7/15/2023)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	7.13	3.10	0.00	10.23
Brad Hughes	87.60	6.20	3.25	90.55
Katerina Sharp	218.00	4.60	0.00	222.60
Tawn Seimer	164.26	7.70	0.00	171.96
<b>Annual Leave Total</b>				<b>495.34</b>

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	117.12	4.60	8.00	113.72
Brad Hughes	118.49	4.66	11.75	111.40
Emma Brown	6.54	3.22	0.00	9.76
Katerina Sharp	557.79	5.30	0.00	563.09
Quincy Lowery	6.18	0.92	0.00	7.10
Tawn Seimer	1,723.06	4.73	0.00	1,727.79
<b>Sick Leave Total</b>				<b>2,532.86</b>

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	0.75	0.00	0.00	0.75
Brad Hughes	49.25	1.50	0.00	50.75
Katerina Sharp (-5 hr. comp pay)	100.80	13.38	9.50	104.68
Tawn Seimer	2.07	3.75	0.00	5.82
<b>Comp Time Total</b>				<b>162.00</b>

Signature of Preparer: Tawn Seimer 7/17/2023  
Date

Signature of Reviewing Board Member: Matt 8/15/23  
Date

*Only approved timesheets are included in report calculation*



# Pickaway SWCD Leave Report

## Pay Period #16 (7/16/2023 - 7/29/2023)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	10.23	3.10	0.00	13.33
Brad Hughes	90.55	6.20	24.00	72.75
Katerina Sharp	222.60	4.60	0.00	227.20
Tawn Seimer	171.96	7.70	0.00	179.66
<b>Annual Leave Total</b>				<b>492.94</b>

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	113.72	4.63	0.00	118.35
Brad Hughes	111.40	4.74	0.00	116.14
Emma Brown	9.76	4.14	0.00	13.90
Katerina Sharp	563.09	5.48	2.00	566.57
Quincy Lowery	7.10	3.97	0.00	11.07
Tawn Seimer	1,727.79	4.69	0.00	1,732.48
<b>Sick Leave Total</b>				<b>2,558.51</b>

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	0.75	0.75	0.00	1.50
Brad Hughes	50.75	3.75	0.00	54.50
Katerina Sharp (-5 hr comp pay out)	104.67	17.88	8.00	114.55
Tawn Seimer	5.82	2.25	0.00	8.07
<b>Comp Time Total</b>				<b>178.62</b>

Signature of Preparer: Tawn Seimer 7/31/2023  
Date

Signature of Reviewing Board Member: [Signature] 8/15/2023  
Date

*Only approved timesheets are included in report calculation*