

**2022 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 15, 2022**

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 Road, Circleville, OH in the 2nd floor conference room.

Dewey called the meeting to order at 8:12 am.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Nathan Taylor – Yes, Brad Hughes – Yes

Minutes Recorder: Tawn

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout, NRCS DC – No, Eli Ortiz – No, Matt Mauzy – No

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

VISITORS OR GUESTS PRESENT: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Brian to approve the minutes from the previous Regular Board Meeting held November 15, 2022.

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

IN THE MATTER OF APPROVING DISTRICT FUND BILLS/STATEMENTS:

Bill moved, seconded by Brian to approve the November District Fund Financial Statements (**Attachment A**). Motion passed.

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

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

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

Vote on Motion (Y, N or A): Bill Black – Yes, Brian Reid – 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 NRCS UPDATES:

Justin was unable to attend due to sickness.

FYI - IN THE MATTER OF THE VAN:

The 2012 Dodge Caravan is being fixed at Herrnstein with a quoted repair cost of \$1,700 for parts and labor. The van is expected to be done before Christmas.

FYI - IN THE MATTER OF THE LOT UPDATE:

Tawn received an email from Nancy Harden that the lot has been surveyed and she is waiting for the drawing. She will forward it to us when she gets it.

IN THE MATTER OF THE 2023 HOLIDAY SCHEDULE:

Bill moved, seconded by Brian to accept the 2023 Pickaway County Holiday schedule. Staff will be able to flex the Holidays up to a 2 pay period length of time when needed and approved. Motion passed.

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

IN THE MATTER OF 2023 MID-CONTRACT MANAGEMENT PLUG SALE:

Brian moved, seconded by Bill to allow the Pickaway SWCD offer the 2023 Plug sale to the Mid-Contract participants through the Farm Service Agency. Sale items will be available to other counties. Motion passed.

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

FYI - IN THE MATTER OF INSPIRATION STATION (CHILDREN'S MUSEUM):

After discussion, it was decided for Katerina to reach out to other companies for match in donation or in finding other options for grant funding for the District to match.

IN THE MATTER OF LEAVE REQUEST FOR TAWN TO TAKE VACATION:

Bill moved, seconded by Brian to approve the leave request for Tawn to take vacation, Wednesday, December 21, 2022 through Thursday, December 29, 2022. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 11/19/2022 & 12/03/2022 (*Attachments C & D*). Motion passed.

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

IN THE MATTER OF THEN & NOW BILL FOR VERIZON WIRELESS:

Bill moved, seconded by Brian to approve the Then & Now Certificate to pay the Verizon Wireless bill for \$97.99. Motion passed.

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

FYI – Media Coverage on New CREP program information given to board. Will be December 21, 2022 at 11:00 a.m. at the Ritchhart property in Ross County.

FYI – Tawn gave updates from the Pickaway County Budget meeting of December 6, 2022.

FYI – 2022 Equipment Rental Report – End of Year

FYI – State Match Report

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – December

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO PERFORM EMPLOYEE EVALUATIONS:

Bill moved at **9:18 a.m.**, seconded by Brian to go into executive session to perform employee evaluations. Motion passed.

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

The Board came out of executive session at 1:03 p.m.

IN THE MATTER OF PAY INCREASES FOR DISTRICT STAFF:

Bill moved, seconded by Brian to approve the pay increases of 5% to the District Staff. The increase will be given in Pay Period #26 (12/4 – 12/17, 2022). Motion passed.

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

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Brian moved, seconded by Bill to adjourn the December 13, 2022 Pickaway Soil & Water Conservation District meeting of the Board at 1:05 p.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, January 17, 2023 at 8:00 a.m.** in the Conference Room, located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Jonathan Lohstroh – Chairperson Date

Dewey Mann – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 November 1 through November 30, 2022

Attachment A

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$103,873.04	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund (+50.00) (+1862.00) (- 3996.00)	8,943.07	
	Education Programs Encumbered (+125.42 Ag Day)	1,411.67	
	EE Camps	2,786.78	
	Total MMA Checking Account		\$120,951.30
	Regular Checking Account		66,167.43
	Petty Cash		150.00
	Change Fund		100.00
	Total District Accounts		\$187,368.73
Ref			
6792	Grady - Great Plains No till drill rental	\$ 253.00	
***	Sales Tax Received for the Month	\$ -	
6784	Regular Checking Interest	\$ 2.72	
	Total Receipts - Regular Checking Income		\$255.72
6785	MMA Checking Interest	\$ 4.97	
	Total Receipts - MMA Account		\$4.97
	Total Receipts - Petty Cash		\$0.00
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$260.69
Ref	Expenses		
C2307	Pickaway Co. Farm Bureau - Katerina Membership	\$ 79.00	
C2308	Visa- Chips & Fruit for Ag Day Volunteers	\$ 75.35	
	Total Expenses Regular Checking		\$154.35
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
C158	Kroger - Education supplies for Composting Program	\$ 12.46	
		\$ -	
	Total Expenses for Petty Cash		\$12.46
	Total Expenses		\$166.81
	Ending Balances		
	Money Market Checking Account		
	Unencumbered Funds	\$103,965.82	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund	8,943.07	
	Education Programs Encumbered (-75.35 Ag Day) (-12.46 Ed pgm)	1,323.86	
	EE Camps	2,786.78	
	Total MMA Checking Account		\$120,956.27
	Regular Checking Account		66,268.80
	Petty Cash		137.54
	Change Fund		100.00
	Total District Accounts		\$187,462.61

Prepared by: Tawn Seimer 12/1/2022 Date Checked by: Katerina Sharp 12-5-22 Date

Denny Man 12/13/22 Date
 Board Chair Secretary

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 November 1 through November 31, 2022

Attachment B

Beginning Special Fund Balance		\$746,777.26
REVENUE		
State Match -	\$ -	
Total Special Fund Revenue		
\$0.00		
EXPENSES		
SALARIES (2 pay periods 22 & 23)	\$16,337.50	
PERS	2,213.62	
MEDICARE	226.82	
INSURANCE	3,251.94	
SUPPLIES		
Office Mart - calculators, erasers, paper	99.35	
CONTRACT - SERVICES		
Xerox Copier Lease	229.11	
Verizon Wireless	97.99	
Frontier - Phone, DSL	180.28	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	199.00	
Katerina Sharp - travel expenses for Educator Workshop	78.00	
Tawn Seimer - travel expense for ODA-ADP training in Reynoldsburg	36.00	
SERVICE & FEES		
The Circleville Herald - newspaper subscription	173.95	
2023 OFSWCD Area 5 Dues	200.00	
2023 OFSWCD Annual Dues	2,383.00	
Total Special Fund Expenses		
\$25,750.90		
Ending Special Fund Balance		\$721,026.36

Prepared by: Tawn Seimer 12/2/2022 Date
 Checked by: Katerina Sharp 12-5-22 Date
Denny Mann 12/12/22 Date
 Chair Secretary



Pickaway SWCD Leave Report

Pay Period #24 (11/6/2022 - 11/19/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	21.70	6.20	0.00	27.90
Katerina Sharp	171.80	4.60	0.00	176.40
Nathan Taylor	87.30	3.10	8.00	82.40
Tawn Seimer	267.61	7.70	25.75	249.56
Annual Leave Total				536.26

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	134.11	4.60	6.00	132.71
Katerina Sharp	508.77	5.00	0.00	513.77
Nathan Taylor	117.53	4.64	0.00	122.17
Tawn Seimer	1,696.93	4.60	0.00	1,701.53
Sick Leave Total				2470.18

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	7.88	0.00	2.00	5.88
Katerina Sharp - 5 hr comp payout	91.55	5.50	1.75	95.30
Nathan Taylor	22.98	1.13	0.00	24.10
Tawn Seimer	9.70	0.00	0.00	9.70
Comp Time Total				134.98

Signature of Preparer:

Katerina Sharp 11-21-22

Date

Signature of Reviewing Board Member:

Denny Mann 12/13/22

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period # 25 (11/20/2022 - 12/3/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	27.90	6.20	0.00	34.10
Katerina Sharp	176.40	4.60	0.00	181.00
Nathan Taylor	82.40	3.10	0.00	85.50
Tawn Seimer	249.56	7.70	48.00	209.26
Annual Leave Total				509.86

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	132.71	4.60	22.50	114.81
Katerina Sharp	513.77	4.73	10.50	508.00
Nathan Taylor	122.17	4.60	0.00	126.77
Tawn Seimer	1,701.53	4.60	2.00	1,704.13
Sick Leave Total				2,453.71

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	5.88	0.00	0.00	5.88
Katerina Sharp (-5 hr comp payout)	95.30	(1.63)	0.00	93.67
Nathan Taylor	24.10	0.00	0.00	24.10
Tawn Seimer	9.70	0.00	0.00	9.70
Comp Time Total				133.35

Signature of Preparer: Tawn Seimer 12/5/2022
Date

Signature of Reviewing Board Member: Brian R... 12-13-22
Date

Only approved timesheets are included in report calculation