2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD REGULAR MEETING HELD FEBRUARY 14, 2023

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):

Dewey called the meeting to order at 8:02 am.

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

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

Tawn Seimer – No, Katerina Sharp – Yes, Nathan Taylor – Yes, Brad Hughes – Yes

Minutes Recorder: Katerina

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

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

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

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 January 17, 2023. Motion passed.

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

Dewey Mann – Yes

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

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

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

Dewey Mann - Yes

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

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

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

Dewey Mann – Yes

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave a NRCS update. All CSP payments have been made. Currently working on EQIP assessments and ranking. NRCS, SWCD and FSA met last week to discuss the waterway request process. NRCS is going to start conducting Local Work Group (LWG) meetings again. This year's LWG meetings need to be done by the end of May. Group in attendance typically include the Commissioners, Township Trustees, County Engineer, Extension, FSA, SWCD, and NRCS.

FYI – IN THE MATTER OF THE TRAILER:

The enclosed impact trailer was purchased 1/17/2023. Going to install a floor lining of some sort when the weather is nicer.

FYI – IN THE MATTER OF THE UTV:

The payment was made on the utility terrain vehicle (4 person). Should be here end of February or early March.

FYI - AG DAY UPDATE:

Probably going to split Ag Day into two days this fall to better accommodate growing school numbers.

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

Bill moved, seconded by Matt to approve the Then & Now's for payments of bills for Verizon Wireless and US Bank (copier). Motion passed.

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

Dewey Mann - Yes

IN THE MATTER OF THE OFSWCD PARTNERSHIP MEETING:

Katerina has registered those attending for the Partnership Meeting. Bill and Dewey plan to attend the Legislative Breakfast. Bill was appointed by Dewey as the Delegate to attend the Delegate Meeting.

IN THE MATTER OF PUTTING AN AD IN THE DESTINATION PICKAWAY PUBLICATION:

Bill moved, seconded by Brian to pay for a half page ad. There was discussion. Bill amended his movement to make the ad a quarter page. Matt seconded the amendment. The motion to amend the motion from a half page to a quarter page passed. The motion to pay for a quarter page ad passed.

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

Dewey Mann – Yes

IN THE MATTER OF A SUMMER INTERNSHIP AND HOURLY RATE:

Matt moved, seconded by Brian to post two summer internship positions: one for a high school student and one for a college student. The positions would work up to 40 hours a week and be flexible. The pay would range from \$11-\$16 an hour. Motion passed.

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

Dewey Mann – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 1/14/2023 & 1/28/2023 as follows: (Attachment C & D). Motion passed.

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

Dewey Mann – Yes

IN THE MATTER OF SCHEDULING A DATE FOR THE LOCAL WORK GROUP MEETING:

The Local Work Group (LWG) Meeting will take place Tuesday, March 21st at 10 a.m. in the Conference Room. Dewey will help lead the meeting.

IN THE MATTER OF ATTENDING THE PICKAWAY COUNTY COMMISSIONERS' LEADERS PRAYER BREAKFAST:

Dewey will attend. Bill is going to check his calendar. Katerina will sign them up.

IN THE MATTER OF A TREE SALE UPDATE:

The tree sale ended last week and orders are due to Athens this week. Final tree sale count: 122 people, 338 bundles of trees sold, 73 other items sold.

IN THE MATTER OF WEEKLY STAFF MEETINGS:

Weekly staff meetings are going well. Board members would like to take turns calling into the staff meetings once a month, for the staff meeting that coincides with the monthly board meeting. There was also discussion about possibly having staff reviews with the board more than once a year.

FYI – Jan Shannon email – Thank you for the Inspiration Station sponsorship.

FYI - State Match Report

FYI - Calendar of Events

FYI - Quarterly report for the County Commissioners

FYI - ODA Updates for Area 5 SWCD Board Meetings - February Report - Supervisor training went well

FYI - ODA Updates - Governor's Executive Budget

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Brian to adjourn the February 14, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 9:35 a.m. Motion passed.

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

Dewey Mann - Yes

The next regular board meeting is scheduled for <u>Tuesday, March 21, 2023 at 8:00 – 10:00 am</u>, 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 January 1 through January 31, 2023

	Paginning Palanaga			
	Beginning Balances Money Market Checking Account			
	Unencumbered Funds	\$105,470.79		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	3,642.74		
	Affiliate/Scholarship Fund (-1500.00 2nd pmts on 3 scholarships)	7,443.07		
	Education Programs Encumbered	1,323.86		
	EE Camps	2,786.78	#400 004 04	
	Total MMA Checking Account Regular Checking Account		\$120,961.24 64,576.51	
	Petty Cash		137.54	
	Change Fund		100.00	
	Total District Accounts		100.00	\$185,775.29
	Total District Accounts			\$100,770.20
Ref				
several	Affiliate memberships	\$ 890.00		
	Tree sales	\$ 3,229.00		
	Fish Sales	\$ 861.00		
	T. Davis - Plug Sale	\$ 275.00		
	M. Harber - Rain barrel & kit	\$ 35.00		
3240	S. Frankenfield - Donation Sales Tax Received for the Month	\$ 5.00 \$ 299.12		
6796	Regular Checking Interest	\$ 52.56	05.010.55	
	Total Receipts - Regular Checking Income		\$5,646.68	
6797	MMA Checking Interest	\$ 93.65		
	Total Receipts – MMA Account	Ψ 00.00	\$93.65	
			,	S.,
	Total Receipts - Petty Cash		\$0.00	
	Total Receipts - Regular & MMA & Petty Cash Accounts			\$5,740.33
Ref	<u>Expenses</u>			
	Pickaway Co. Farm Bureau - 1/2 of Annual Mtg. venue rental	\$ 150.00		
	Visa - 40 Rain Barrel Kits for workshop	\$ 928.20		
	Visa - 10 plastic tubs for education programs	\$ 12.50		
	Stinemane Ribbon Co ribbons for poster contest	\$ 560.88		
	Pickaway Co 4-H Committee - 6 Nat Res classes & Forestry	\$ 420.00		
bank	Deposit slips ordered - 400 duplicates	\$ 100.06		
	Total Expenses Regular Checking		\$2,171.64	
	Pickaway Co. Community Foundation - Inspiration Station	\$ 10,000.00		
Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer	\$ 7,271.02		
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank	\$ 7,271.02 \$ 5.00		
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater	\$ 7,271.02		
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank	\$ 7,271.02 \$ 5.00	\$37,141.71	
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater	\$ 7,271.02 \$ 5.00	\$37,141.71	
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking	\$ 7,271.02 \$ 5.00	\$37,141.71	
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash	\$ 7,271.02 \$ 5.00 \$ 19,865.69	\$37,141.71	
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash	\$ 7,271.02 \$ 5.00 \$ 19,865.69		\$39,313,35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses	\$ 7,271.02 \$ 5.00 \$ 19,865.69		\$39,313.35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances	\$ 7,271.02 \$ 5.00 \$ 19,865.69		\$39,313.38
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds	\$ 7,271.02 \$ 5.00 \$ 19,865.69	\$0.00	\$39,313.38
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ -	\$0.00	\$39,313.38
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$ 67,532.73	\$0.00	\$39,313.38
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$ 67,532.73	\$0.00	\$39,313.35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00	\$0.00	\$39,313.3
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered Technical (Contribution Agreement/NRCS & Fees colected)	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00 - 3,642.74	\$0.00	\$39,313.35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+ 890.00 for affiliate memberships) Education Programs Encumbered EE Camps	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00 - 3,642.74 8,333.07	\$0.00	\$39,313.35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered Technical (contribution Agreement/NRCs & Fees colected) Affiliate/Scholarship Fund (+ 890.00 for affiliate memberships) Education Programs Encumbered EE Camps Total MMA Checking Account	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00 - 3,642.74 8,333.07 1,323.86	\$0.00	
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered Technical (contribution Agreement/NRCs & Fees colected) Affiliate/Scholarship Fund (+ 890.00 for affiliate memberships) Education Programs Encumbered EE Camps Total MMA Checking Account Regular Checking Account	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00 - 3,642.74 8,333.07 1,323.86	\$0.00 \$0.00 \$83,913.18 68,051.55	\$39,313.35
Cert Cert	Buckeye Trailer World - certified ck - 2023 Impact Trailer Certified check from bank Ag Pro Companies - 2023 John Deere Gator 4 seater Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fee Encumbered Technical (contribution Agreement/NRCs & Fees colected) Affiliate/Scholarship Fund (+ 890.00 for affiliate memberships) Education Programs Encumbered EE Camps Total MMA Checking Account	\$ 7,271.02 \$ 5.00 \$ 19,865.69 \$ - \$67,532.73 294.00 - 3,642.74 8,333.07 1,323.86	\$0.00	

Prepared by: Town Downer 20203 Checked by: Katerin Sly 2-3-23

Date

Date

Date

Date

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

Beginning Special Fund Balance		\$689,757.20
<u>REVENUE</u>	10 100 00	
State Match - Recived 1/10/2023 for January - March 2023	\$ 43,490.00	
Total Special Fund Revenue		\$43,490.0
EXPENSES		4 10, 100.0
SALARIES (2 pay periods 1 & 2)	\$16,879.00	
PERS	2,326.10	
MEDICARE	237.05	
MEDICAL INSURANCE & DENTAL	2,659.98	
SUPPLIES	1	
Circleville Postmaster - postage for mailing January newsletters	500.00	
CONTRACT - SERVICES		
Xerox Copier Lease	229.11	
Verizon Wireless	97.99	
Frontier - Phone, DSL	191.88	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	216.18	
visa - i uei	210.10	
ADVERTISING & PRINTING		
APG Media of Ohio, LLC - Herald - legal notice for board mtg. dates	55.81	
Taylor Printing (formaly Circle Printing) Jan. newsletters 2564 pcs.	2743.48	
SERVICES & FEES		
Circleville/Pickaway Chamber of Commerce - annual membership	190.00	
Total Special Fund Expenses		\$26,370.92
Ending Special Fund Balance		\$706,876.28

			91001010120	
Prepared by: Town Sermen	2/3/2023	Checked by: Kateu	edy 2-3-	23
	Date		/ Date	
Demy-	May	2/14/23		
Chair		Date		



Pickaway SWCD Leave Report

Pay Period # 2

(1/1/2023 - 1/14/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	46.50	6.20	0.00	52.70
Katerina Sharp	174.20	4.60	0.00	178.80
Nathan Taylor	91.70	3.10	0.00	94.80
Tawn Seimer	168.66	7.70	0.00	176.36

Annual Leave Total 502.66

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	95.51	4.67	10.50	89.68
Katerina Sharp	493.47	4.66	0.00	498.13
Nathan Taylor	120.13	4.66	0.00	124.79
Tawn Seimer	1,709.47	4.60	1.25	1,712.82

Sick Leave Total 2,425.42

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	5.38	1.88	0.00	7.26
Katerina Sharp (- 5 hr. comp pay out)	74.55	(3.50)	1.25	69.80
Nathan Taylor	Attac line i	t A 1.50	0.00	29.73
Tawn Seimer	12.20	0.00	0.00	12.20

Comp Time Total 118.99

Signature of Reviewing Board Member:

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report Pay Period #3 (1/15/2023 - 1/28/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	52.70	6.20	0.00	58.90
Katerina Sharp	178.80	4.60	0.00	183.40
Nathan Taylor	94.80	3.10	2.00	95.90
Tawn Seimer	176.36	7.70	0.00	184.06

Annual Leave Total 522.26

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	89.68	4.60	8.00	86.28
Katerina Sharp	498.12	4.66	0.00	502.78
Nathan Taylor	124.79	4.63	0.00	129.42
Tawn Seimer	1,712.82	4.66	0.00	1,717.48

Sick Leave Total 2,435.96

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	7.25	0.00	0.00	7.25
Katerina Sharp (-5 hr. comp pay out)	69.80	(3.50)	0.00	66.30
Nathan Taylor	29.73	0.75	0.00	30.48
Tawn Seimer	12.20	1.50	0.00	13.70

Comp Time Total 117.73

Signature of Reviewing Board Member:

Date

Only approved timesheets are included in report calculation