



**IN THE MATTER OF PUBLIC RECORDS MANAGER:**

Bill moved, seconded by Matt to approve Tawn Seimer to be the Public Records Manager for 2023. She was certified with training on December 15, 2021. Motion passed.

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

**IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING:**

Matt moved, seconded by Bill to approve minutes for the Regular Meeting held December 13, 2022. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Bill Black – Yes Brian Reid – 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 December 2022 District Fund Financial Statement (**Attachment D**). Motion passed.

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

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

Bill moved, seconded by Brian to approve the December 2022 Special Fund Financial Statement (**Attachment E**). Motion passed.

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

**IN THE MATTER OF APPROVING THE 2022 FINANCIAL REPORT FOR THE DISTRICT FUND AND SPECIAL FUND:**

It was moved by Matt, seconded by Jonathan to approve the 2022 Financial Report for the District Fund and Special Fund (**Attachment F**). Motion passed.

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

Justin gave a NRCS update. Last Tuesday there was an Area 5 NRCS DC meeting in Ross County. One item discussed was that there will be more funding available to NRCS from the Inflation Reduction Act and will be distributed through programs and contribution agreements. The funding will be available in years 2024 through 2026. Justin will be attending the Scioto CREP meeting on January 19, 2023 at ODA in Reynoldsburg jointly with ODA, NRCS, FSA and others on implementing the new CREP program. Justin reminded the board that he will be reviewing the NRCS MOU and 1619 rules when he gets the information from the state office. Currently in office working on EQIP sign ups, CSP payments, and contract maintenance.

**IN THE MATTER OF DONATION/SPONSORSHIP TO THE INSPIRATION STATION:**

Bill moved, seconded by Matt to donate \$10,000.00 from the MMA district checking account to the Inspiration Station. The board is requesting to be able for the District to use the Meeting Room and or facility up to three (3) times a year. Motion passed. Brian Reid abstained from voting on this subject matter.

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

**IN THE MATTER OF THE DISTRICT PURCHSING AN ENCLOSED TRAILER AND UTV FOUR PERSON VEHICLE:**

Bill moved, seconded by Jonathan to approve the purchase of an enclosed trailer and UTV four - person vehicle for an amount not to exceed \$27,500.00. Motion passed.

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

**FYI – The 2022 Fuel & Maintenance Vehicle Expense report was given to the Board for review.**

**IN THE MATTER OF APPROVING THE 2022 CASH BASIS REPORT:**

Tawn emailed the 2022 Cash Basis financial and notes report and worksheets to board for review January 13, 2023.

Bill moved, seconded by Matt to approve the 2022 Cash Basis financial and notes report. Motion passed. Tawn will upload the 2022 Cash Basis report before the February 14<sup>th</sup> board meeting.

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

**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 Frontier - \$191.88, Verizon Wireless - \$97.99, U.S. Bank Equipment Finance (Copier rent) \$ 229.11, Visa (fuel card) - \$216.18 and APG Media of Ohio – \$55.81. Motion passed.

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

**IN THE MATTER OF NEWLY ELECTED SUPERVISORS RECEIVING THE ETHICS LAWS POLICY:**

Matt Anderson and Dewey Mann received a copy of the Ethics Laws policy on January 17, 2023.

**IN THE MATTER OF NEEDING JUDGES FOR THE DISTRICT 8 SCIENCE FAIR:**

Katerina and Deirdre from Licking County have volunteered to be judges. Dewey is interested in also volunteering to judge where needed.

**IN THE MATTER OF 2023 4-H SPONSORSHIP OF FORESTRY CAMP & 6 NATURAL RESOURCES PROJECTS:**

Jonathan moved, seconded by Matt to approve the sponsorship of the 2023 4-H Forestry Camp (\$300.00) and 6 Natural Resources projects (\$120.00) for a total of \$420.00. Motion passed.

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

**IN THE MATTER OF THE DISTRICT PAYING FOR TEAM REGISTRATIONS FOR THE AREA 5 ENVIROTHON:**

Jonathan moved, seconded by Bill for the District to pay for the 2023 Area 5 Envirothon Pickaway County registrations of \$30 per team. Motion passed.

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

**IN THE MATTER OF PURCHASING 5<sup>TH</sup> GRADE TREE SEEDLINGS FOR PICKAWAY COUNTY STUDENTS:**

Bill moved, seconded by Jonathan to approve for the District to purchase tree seedlings for approximately 800 Pickaway County 5<sup>th</sup> grade students. The purchase amount should not exceed \$800.00. Motion passed.

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

**FYI – IN THE MATTER OF THE JOINT ANNUAL MEETING WITH FARM BUREAU:**

Katerina gave the board an update from a Farm Bureau meeting on ideas for this year’s joint Annual Meeting. It may possibly be a Saturday event with an Ohio State game watch afterwards. The football schedule and times are still being decided on. A location has not been confirmed at this time.

**IN THE MATTER OF THE EMPLOYEE CARRY OVER ANNUAL LEAVE FOR TAWN:**

Bill moved, seconded by Matt to approve Carry Over Annual Leave for Tawn in the amount of 176.36 hours of accumulated unused vacation to the next service year. Tawn’s work anniversary is January 18<sup>th</sup>. Motion passed.

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

**IN THE MATTER FOR LEAVE REQUEST FOR TAWN:**

Bill moved, seconded by Matt for Tawn to take vacation leave February 10 through February 28, 2023 for 96 vacation hours. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Bill Black – Yes Brian Reid – Yes  
Jonathan Lohstroh – 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 12/17/2022 & 12/31/2022 as follows: **(Attachment G & H)**. Motion passed.

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

**FYI – 2022 Employee Contingency Report**

**FYI – State Match Report – Received funds 1/10/2023**

**FYI – Calendar of Events**

**FYI – Email from the County Commissioners of EDF Renewables withdrawing their application for a solar farm.**

**FYI – ODA Updates for Area 5 SWCD Board Meetings – January 2023 Report**

**FYI – 2023 SWCD Reminders and Resources**

**\*\*Reminder that the Supervisor/Administrator meeting will take place at the Ross County Service Center in Chillicothe at 475 Western Ave. on Tuesday, January 31<sup>st</sup> beginning at 6:00 – 8:00 p.m. Contact Bill with any questions or directions.**

**IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL:**

Bill moved at 10:01 a.m., seconded by Matt to go into executive session to discuss personnel. Motion passed.

Roll Call: Brian – Yes, Matt – Yes, Bill – Yes, Jonathan – Yes and Dewey – Yes.

The board came out of executive session at 10:30 a.m.

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

It was moved by Matt, seconded by Bill to adjourn the January 17, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 10:31 am. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, February 14, 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

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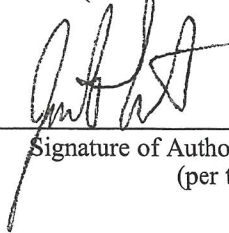
OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I,                     Matt Anderson                    , do solemnly swear (or affirm)  
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:                                           
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 17<sup>th</sup> day of January, 2023

Signed:                                          Title:                     Chair                      
Signature of Authorized Public Official or Notary Elected Office held  
(per the ORC 3.24)

*Notary Acknowledgment below only required if Oath is conducted by Public Notary*

\_\_\_\_\_  
Notary Public of Ohio (Printed Name)

\_\_\_\_\_  
Commission Expiration

SEAL

COPY

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Andrew "Dewey" Mann, do solemnly swear (or affirm)  
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: Andrew "Dewey" Mann  
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 17th day of January, 2023

Signed: [Signature] Title: Chair  
Signature of Authorized Public Official or Notary Elected Office held  
(per the ORC 3.24)

*Notary Acknowledgment below only required if Oath is conducted by Public Notary*

\_\_\_\_\_  
Notary Public of Ohio (Printed Name)

\_\_\_\_\_  
Commission Expiration

SPAL

## 2023 Reorganization & Committee Members

<b>Board Position</b>	<b>Supervisor</b>
<i>Chair</i>	<i>Dewey Mann</i>
<i>Vice Chair</i>	<i>Matt Anderson</i>
<i>Secretary</i>	<i>Brian Reid</i>
<i>Treasurer/Fiscal Agent</i>	<i>Jonathan Lohstroh</i>
<i>Member</i>	

### Committees

District Administration- Budget, Audit & Records Retention	Chair  Staff	Bill  Tawn
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Public Records Manager	Staff Certified	Tawn 12/15/2021
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Technical Program	Chair Staff	Jonathan Brad
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79 <sup>th</sup> Annual Meeting	All Staff & Board	Katerina over Election process
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Election Nominations	Chair Need 2 other people	Mattt
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Education Program	Chair Staff	Brian Katerina
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Equipment Program	Chair Staff	Matt Nathan
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PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 DISTRICT FUND FINANCIAL STATEMENT  
 December 1 through December 31, 2022

		<u>Beginning Balances</u>			
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
<u>Ref</u>					
6795	Clyde Ohnewehr - Historical Aerial DVD	\$ 5.00			
***	Sales Tax Received for the Month	\$ -			
6796	Regular Checking Interest	\$ 2.71			
	<b>Total Receipts - Regular Checking Income</b>			\$7.71	
6797	MMA Checking Interest	\$ 4.97			
	<b>Total Receipts - MMA Account</b>			\$4.97	
	<b>Total Receipts - Petty Cash</b>			\$0.00	
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>				\$12.68
<u>Ref</u>	<u>Expenses</u>				
C2309	Office of University Bursar - Julia Kitchen - 2nd scholarship pmt.	\$ 500.00			
C2310	Visa - A5 Winter Meeting (Supervisors & Staff)	\$ 200.00			
C2311	Columbus State Com College - Adriaanna Karr 2nd pmt schlrshp	\$ 500.00			
C2312	OU, Office of the Bursar - Kelsey Whittington 2nd scholarship	\$ 500.00			
	<b>Total Expenses Regular Checking</b>			\$1,700.00	
	<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>				\$1,700.00
	<u>Ending Balances</u>				
Money Market Checking Account					
	Unencumbered Funds	\$105,470.79			
	Engineering Deposit Encumbered	294.00			
	Engineering Fee Encumbered	-			
	Technical (Contribution Agreement/NRCS & Fees collected)	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			
	Total MMA Checking Account			\$120,961.24	
	Regular Checking Account			64,576.51	
	Petty Cash			137.54	
	Change Fund			100.00	
	Total District Accounts				\$185,775.29

Prepared by: Tawn Seimer 1/9/2023 Date  
 Checked by: Katerina Sheep 1-10-23 Date  
Debra Ann Board Chair 1/17/2023 Date



2022 FINANCIAL REPORT (not audited)

DISTRICT FUND

<b>Balance January 1, 2022</b>		<b>\$189,008.30</b>
<b>Receipts</b>		
Sale of Products	Flags-Trees-Fish-R. Barrels/Kits- Plug sales - Dvds	19,319.95
Equipment Rentals	Great Plains Drill rentals	2,529.00
Affiliate/Scholarships	Memberships & Pumpkin Show parking lot funds	6,142.00
Education Programs & Sponsorships	EE Camp regs/fair booth reimburse/Ag Day/A5 Envirothon/other	1,800.78
Engineering Fees	Engineering fee	348.00
Interest Earned - Regular		35.27
Interest Earned - MMA		61.90
Misc. & Donations		5.66
<b>Total District Fund Receipts</b>		<b>30,242.56</b>
<b>Sales Tax Payable</b>	<b>January – December 2022</b>	<b>955.22</b>
<b>Sub Total</b>		<b>220,206.08</b>
<b>Expenses</b>		
Products Purchased for Resale	Flags-Trees-Fish- Plug sale-Rain barrels & kits	18,361.38
Employee Exp & Membership	Background ck & FB membership	140.00
Travel Exp & Lodging	Travel exp, parking and SSS lodging	547.37
Equipment Repair & Parts	Van gas cap and wash	29.49
Education - Information – Training	Annual Mtg-Trainings-Education supplies & events- scholarships – awards – EE Camp Expenses- 1 <sup>st</sup> grade books	12,960.95
Advertising & Printing	Affiliate Member signs and Annual Meeting conservation sign	553.66
Office Supplies/Employee Exp.	Key cabinet-picture bar-boot brush-antifreeze-batteries-test strips-Quick Books renewal & web host renewal	832.06
Sales Tax Pmt/Misc. & late chrgs	Sales Tax pmt (972.62) Tax chg (23.26)-misc. return ck -(10.00)	1,005.88
<b>Total District Fund Expense</b>		<b>34,430.79</b>
<b>Balance December 31, 2022</b>		<b>\$185,775.29</b>

SPECIAL FUND

<b>Balance January 1, 2022</b>		<b>\$585,159.53</b>
<b>Receipts</b>		
County Appropriation		190,000.00
State Match		176,087.00
Other Receipts		0
<b>Total Special Fund Receipts</b>		<b>366,087.00</b>
<b>Sub Total</b>		<b>951,246.53</b>
<b>Expenses</b>		
Salaries		168,858.00
PERS		23,220.23
Medicare		2,329.91
Insurance		38,442.24
Worker's Comp		1060.08
Supplies	Office supplies – postage	3,338.56
Contract – Services	Phones –Copier rental –water filter lease –Audit pmt.	9,740.42
Travel & Expenses	Fuel/mileage reimbursements, wash & vehicle supplies	1,512.79
Advertising & Printing	2 Newsletters-legal notices-booklet ad- medals & ribbons	4,398.76
Rentals		0
Service & Fees	Bulk mail permit–annual dues–subscriptions–drug test	3,767.95
Scholarship – Education	Trainings/awards/education supplies/adobe renewals	1,746.95
Equipment	Vehicle maintenance-computer maintenance/anti-virus renewals	3,073.44
Other Expenses		
<b>Total Special Fund Expense</b>		<b>261,489.33</b>
<b>Balance December 31, 2022</b>		<b>\$689,757.20</b>

Prepared by: Tawn Seimer 1/11/2023 Checked by: Kateina Sharp 1-12-23  
 Chair Devy Man Date 1/17/2023



## Pickaway SWCD Leave Report

Pay Period #1 (12/18/2022 - 12/31/2022)

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	40.30	6.20	0.00	46.50
Katerina Sharp	169.60	4.60	0.00	174.20
Nathan Taylor	88.60	3.10	0.00	91.70
Tawn Seimer	216.96	7.70	56.00	168.66
<b>Annual Leave Total</b>				<b>481.06</b>

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	101.41	4.60	10.50	95.51
Katerina Sharp	511.62	4.60	22.75	493.47
Nathan Taylor	123.50	4.63	8.00	120.13
Tawn Seimer	1,704.87	4.60	0.00	1,709.47
<b>Sick Leave Total</b>				<b>2,418.58</b>

## Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	5.88	0.00	0.50	5.38
Katerina Sharp (-5 hr comp pay out)	88.80	(5.00)	9.25	74.55
Nathan Taylor	27.48	0.75	0.00	28.23
Tawn Seimer	13.45	0.00	1.25	12.20
<b>Comp Time Total</b>				<b>120.36</b>

Signature of Preparer:

Tawn Seimer

1/3/2023

Date

Signature of Reviewing Board Member:

Brenda 1-17-23

Date

*Only approved timesheets are included in report calculation*



## Pickaway SWCD Leave Report

Pay Period # 26 (12/4/2022 - 12/17/2022)

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	34.10	6.20	0.00	40.30
Katerina Sharp	181.00	4.60	16.00	169.60
Nathan Taylor	85.50	3.10	0.00	88.60
Tawn Seimer	209.26	7.70	0.00	216.96

Annual Leave Total 515.46

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	114.81	4.60	18.00	101.41
Katerina Sharp	508.00	4.61	1.00	511.61
Nathan Taylor	126.77	4.73	8.00	123.50
Tawn Seimer	1,704.13	4.74	4.00	1,704.87

Sick Leave Total 2,441.39

## Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	5.88	0.00	0.00	5.88
Katerina Sharp (-5 hr. comp pay out)	93.67	(4.63)	0.25	88.80
Nathan Taylor	24.10	3.38	0.00	27.48
Tawn Seimer	9.70	3.75	0.00	13.45

Comp Time Total 135.61

Signature of Preparer: Tawn Seimer
12/19/2022  
Date
Signature of Reviewing Board Member: Bibbi
1-17-2023  
Date

*Only approved timesheets are included in report calculation*