

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

Bill moved, seconded by Barbara to approve the District Fund Financial Statement (*Attachment D*).

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

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

Barbara moved, seconded by Matt to approve the Special Fund Financial Statement (*Attachment E*).

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

IN THE MATTER OF APPROVING THE 2019 FINANCIAL REPORT FOR THE DISTRICT FUND AND SPECIAL FUND:

It was moved by Matt, seconded by Bill to approve the 2019 Financial Report for the District Fund and Special Fund (*Attachment F*).

Vote on Motion (Y, N or A): Bill Black– Yes Barbara Martindale – Yes
Matt Anderson – Yes Clyde Ohnewehr – 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. Updates from Shelley and Wesley on the pollution problem of a pond. There will also be a co-county Contractor's Workshop with us and Fairfield on Friday, February 21st at the Fairfield Ag Building meeting room. Shelley gave an update on a list of potential projects to be worked on.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave a NRCS update. He is currently finishing up on CSP payments, which were scheduled to be paid by March. There are two CSP participants needing to sign off on for payment. On January 22, Justin will be in training on a new software version of Toolkit that is used for NRCS programs.

FYI – The 2019 Fuel & Maintenance Vehicle Expense report was given to the Board for review.

IN THE MATTER OF 2020 NACD DUES:

Bill moved, seconded by Barbara to pay 2020 NACD Dues in the amount of \$600.00. Motion passed.

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

IN THE MATTER OF PREPARING THE GREAT PLAINS DRILL FOR SPRING USE:

FYI – Wesley will grease and check over the drill to get it ready for spring time use. He has received no response from the FFA groups to perform the operations.

IN THE MATTER TO ALLOW TAWN SEIMER TO PERFORM TRANSFERS & REAPPROPRIATIONS IN 2020 BUDGET PURCHASE ORDERS:

Matt moved, seconded by Bill to allow Tawn Seimer, District Administrator to perform needed Transfers & Reappropriations within the 2020 Budget Purchase Orders, and report the transactions at the next available board meeting. Motion passed.

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

IN THE MATTER OF 2020 4-H SPONSORSHIP OF FORESTRY CAMP & 6 NATURAL RESOURCES PROJECTS:

Barbara moved, seconded by Bill to approve the sponsorship of the 2020 4-H Forestry Camp (\$250.00) and 6 Natural Resources projects (\$120.00) for a total of \$370.00. Motion passed.

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

IN THE MATTER OF LIABILITY RELEASE FORMS:

Tabled - The Board would like to have the release forms reviewed by the County Prosecutor.

IN THE MATTER OF LEAVE REQUEST:

Barbara moved, seconded by Bill for Katerina to take vacation March 30, 2020 through April 10, 2020. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORT:

Barbara moved; Matt seconded to approve the Employee Leave Reports as of pay period end dates 12/21/2019 & 1/04/2020 as follows: (**Attachment G & H**). Motion passed.

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

FYI – OFSWCD Annual Meeting and Agenda

FYI – Calendar of Events

FYI – State Match Funding list

FYI – ODA Updates for Area 5 SWCD Board Meetings – January 2020 Report

FYI – Bennett Musselman will be attending the February 18, 2020 meeting to discuss joining our Annual Meeting with Pickaway County Farm Bureau.

Reservations for the OFSWCD Annual Meeting were discussed and the Board and staff will choose their days of interest. Tawn will make the reservations for the event.

Last Minute Item

IN THE MATTER OF SIGNING AN MOA WITH PERRY & ASSOCIATES CPA’S, A.C. TO PERFORM AUDITS:

Matt moved, seconded by Bill to approve the MOA with Perry & Associates CPA’s to perform audits for the following two-year audits of 2018/2019, 2020/2021, 2022/2023 and the fees per audit of \$4,400.00 for a total of Fiscal Periods 2018 – 2023 of \$13,200.00. Motion passed.

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

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS EMPLOYEE COMPENSATIONS:

Bill moved at **10:25 am**, seconded by Matt to go into executive session to discuss employee compensations. Motion passed.

Roll Call: Barbara Martindale – Yes, Clyde Ohnewehr – Yes, Bill Black – Yes,
Matt Anderson – Yes

The board came out of executive session at 10:47 am.

THE MATTER OF COMPENSATION TO WESLEY DUE TO THE “CASH OPTIONS IN LIEU OF BENEFITS POLICY” OPT OUT CAP:

Barbara moved, seconded by Matt to give an increase in an hourly rate of \$.90 cents to Wesley. Motion passed.

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

FYI - The 2019 Cash Basis Leave Obligations report was given to the Board for review.

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Matt to adjourn the January 21, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 10:58 am.

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

The next regular board meeting is scheduled for **Tuesday-February 18, 2020 at 9:00 – 11:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Clyde Ohnewehr– Acting Chairperson Date

Barbara Martindale – Secretary Date

Minutes Recorder Date

SEL-11

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]
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 1 day of 15, 2020

Signed: [Signature] Title: notary
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

Sharon A. Maerten-Moore
Notary Public of Ohio (Printed Name)

no expiration
Commission Expiration



SEL-11

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Clyde Ohnewehr, 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: Clyde Ohnewehr
Signature of Board Member Elected (or Appointed)

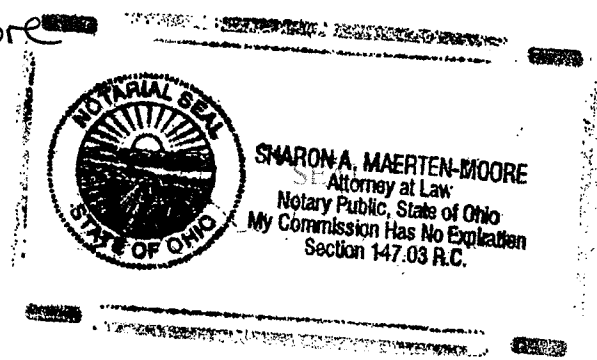
Subscribed and sworn (or affirmed) to before me this 1 day of 15, 2020

Signed: Sharon A Maerten-Moore Title: notary
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

Sharon A. Maerten-Moore
Notary Public of Ohio (Printed Name)

no expiration
Commission Expiration



2020 Reorganization & Committee Members

Board Position	Supervisor
<i>Chair</i>	<i>Steve Hawkins</i>
<i>Vice Chair</i>	<i>Matt Anderson</i>
<i>Secretary</i>	<i>Barbara Martindale</i>
<i>Treasurer/Fiscal Agent</i>	<i>Bill Black</i>
<i>Member</i>	<i>Clyde Ohnewehr</i>

Committees

District Administration	Chair Staff	Steve Tawn
Budget Administration	Chair Staff	Steve Tawn
Technical Program	Chair Staff	Clyde Wesley
76th Annual Meeting	Staff & Board	All Staff & Board
Election Nominations	Chair Need 2 other people	Clyde
Education Program	Chair Staff	Barbara Katerina
Equipment Program	Chair Staff	Matt Wesley
Long Range Plan Committee	Chairs Staff	Steve & Barbara Tawn

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 December 1 through December 31, 2019

Attachment D

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$132,977.02	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	1,141.76	
	Affiliate/Scholarship Fund	11,232.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered	2,709.46	
	Total MMA Checking Account		\$150,091.44
	Regular Checking Account		57,160.73
	Petty Cash		106.70
	Change Fund		100.00
	Total District Accounts		\$207,458.87
<u>Ref</u>			
7520&21	John Cook - GP Drill rental	\$ 496.00	
7522	Lawrence SWCD - reimbursement on Area 5 Envirothon website	\$ 53.90	
7523	Regular Interest	\$ 17.47	
	Total Receipts - Regular Checking Income		\$567.37
7514	MMA Checking Interest	51.42	
	Total Receipts - MMA Account		\$51.42
	Total Receipts - Petty Cash		
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$618.79
<u>Ref</u>	<u>Expenses</u>		
C2109	OFSWCD -Area 5 Winter mtg - 8 to attend	\$ 128.00	
C2110	Visa - Education supplies - beads for program	\$ 45.88	
C2110	Visa - Weebly - 2 year renewal for District web site	\$ 53.90	
	Total Expenses Regular Checking		\$227.78
C1093	Bedford Ford - 2019 F150 Ford Truck	\$ 26,719.05	
	Total Expenses MMA Checking		\$26,719.05
	Petty Cash		
107	Sutherlands - board for sides of sandbox	\$ 15.93	
	Total Expenses for Petty Cash		\$15.93
	Total Expenses		\$26,962.76
	<u>Ending Balances</u>		
	Money Market Checking Account		
	Unencumbered Funds	\$106,309.39	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	1,141.76	
	Affiliate/Scholarship Fund	11,232.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered	2,709.46	
	Total MMA Checking Account		\$123,423.81
	Regular Checking Account		57,500.32
	Petty Cash		90.77
	Change Fund		100.00
	Total District Accounts		\$181,114.90

Prepared by: Tawn Seimer /13/2020
 Date

Checked by: Katerina Sharp 1-13-2020
 Date

Mabla
 Board Chair - Vice

1/21/20
 Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 December 1 through December 31, 2019

Attachment E

Beginning Special Fund Balance		\$377,278.36
REVENUE		
State Match - Pay-In: November	8,527.00	
Total Special Fund Revenue		
		\$8,527.00
EXPENSES		
SALARIES (2 pay periods 23 & 24)	\$14,054.50	
PERS	1,922.83	
MEDICARE	194.09	
INSURANCE	2,984.60	
Bureau of Worker's Comp	1,476.69	
SUPPLIES		
Walmart - office supplies- paper towels & lysol wipes	17.85	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	276.36	
Quench - water filter lease	39.14	
Verizon Wireless	68.70	
Xerox Copier Lease (base and set up fee)	208.61	
Treasure of State of Ohio IFA review	41.00	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	193.16	
Tawn Seimer - mileage for trainings	52.92	
SERVICE & FEES		
Area 5 2020 Dues	200.00	
ADVERTISING & PRINTING		
2020 Legal notice for Board Meetings	55.81	
EDUCATION/SCHOLARSHIPS		
Walmart - beads for watershed activity	22.93	
EQUIPMENT		
JS Custom Graphics & Computers - server upgrade	1,072.85	
Total Special Fund Expenses		
		\$22,882.13
Ending Special Fund Balance		\$362,923.23

Prepared by: Tawn Seimer 1/9/2020 Date
 Checked by: Katerina Sharp 1-13-2020 Date
Matt H 1/21/20
 Vice-Chair Date

2019 FINANCIAL REPORT (not audited)

DISTRICT FUND

Balance January 1, 2019		\$207,973.00
Receipts		
Sale of Products	Flags-Trees-Fish-R. Barrels/Kits- Plug sales -Plotter Copies	12,701.10
Equipment Rentals	Great Plains Drill	2,095.00
Affiliate/Scholarships	Memberships-Pumpkin Show Parking	4,440.23
Education Programs & Sponsorships	Ann Mtg. tickets, EE Camp Regs,	1,100.00
OEEF Grant / Sandbox	Augmented Reality Sandbox grant reimburse 90%	3,354.35
Interest Earned - Regular		260.66
Interest Earned - MMA		753.54
Misc.	Copier exchange promo & Education reimbursements	899.53
Total District Fund Receipts		25,604.41
Sub Total		233,577.41
Expenses		
Products Purchased for Resale	Flags-Trees-Fish-Rain barrels and kits- Plug sale	11,283.18
OEEF Grant expenses-Sandbox	Augmented Reality Sandbox	3,642.96
Equipment repair -Drill-Van-08 Trk	Drill - 300.52, Van - 15.98, 08 Truck - 21.99 & Fuel- 108 10	446.59
Education - Information - Training	Annual Mtg-Trainings-Education supplies & events- scholarships	8,583.16
Employee Expenses	Background checks 2 employees - logos for shirts	152.00
Engineering Deposit Refunds		706.00
New Vehicle Purchase	Purchase of 2019 F150 Ford Truck	26,719.05
Advertising & Misc.	Advertising -223.67, Server annual - 165.00, office supply	929.57
Total District Fund Expense		52,462.51
Balance December 31, 2019		\$181,114.90

SPECIAL FUND

Balance January 1, 2019		\$319,163.72
Receipts		
County Appropriation		184,000.00
State Match		139,958.00
Refund from Worker's Comp		1,406.91
Total Special Fund Receipts		325,364.91
Sub Total		644,528.63
Expenses		
Salaries		188,354.17
PERS		24,737.57
Medicare		2,622.70
Insurance		31,415.37
Worker's Comp		1,673.22
Supplies	Office supplies - postage	2,608.91
Contract - Services	Phones -Copier rental -water filter lease -Audit pmt.	7,039.80
Travel & Expenses		2,842.92
Advertising & Printing		4,196.56
Rentals		0.00
Service & Fees		3,456.56
Scholarship - Education	Trainings - awards - education supplies	2,555.47
Equipment	Trucks fuel tanks replaced, repairs, monitor, server upgrade	10,102.15
Total Special Fund Expense		281,605.40
Balance December 31, 2019		362,923.23

Prepared by: Tawn Seimer Checked by: Katerina Sharp

Vice -Chair Matt Date 1/21/20



Pickaway SWCD Leave Report
Pay Period #1 12/8/19 to 12/21/19

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	16.01	0.00	0.00	16.01
Katerina Sharp	117.20	3.10	0.00	120.30
Shelley Steele	27.90	3.10	0.00	31.00
Tawn Seimer	193.41	7.70	2.00	199.11
Wesley French	15.50	3.10	0.00	18.60

Annual Leave Total 385.02

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	56.37	0.00	0.00	56.37
Katerina Sharp	181.76	4.80	0.00	186.56
Shelley Steele	38.76	4.63	4.50	38.89
Tawn Seimer	1,509.05	4.60	2.50	1,511.15
Wesley French	19.41	4.60	4.00	20.01

Sick Leave Total 1812.98

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	51.40	5.25	5.25	51.40
Shelley Steele	5.25	0.75	0.00	6.00
Tawn Seimer	4.95	0.00	0.00	4.95
Wesley French	9.00	0.00	2.50	6.50

Comp Time Total 68.85

Signature of Preparer:

Katerina Sharp 12-20-19

Signature of Reviewing Board Member:

Clyde Annual

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report
Pay Period #2 12/22/19 to 1/04/20

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	16.01	0.00	0.00	16.01
Katerina Sharp	120.30	3.10	0.00	123.40
Shelley Steele	31.00	3.10	0.00	34.10
Tawn Seimer	199.11	7.70	42.50	164.31
Wesley French	18.60	3.10	0.00	21.70

Annual Leave Total 359.52

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	56.37	0.00	0.00	56.37
Katerina Sharp	186.56	4.60	0.00	191.16
Shelley Steele	38.89	4.86	0.00	43.75
Tawn Seimer	1,511.15	4.70	0.00	1,515.85
Wesley French	20.01	4.79	0.00	24.80

Sick Leave Total 1831.93

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	51.40	0.00	23.50	27.90
Shelley Steele	6.00	6.75	0.00	12.75
Tawn Seimer	4.95	2.63	0.00	7.58
Wesley French	6.50	4.88	0.00	11.38

Comp Time Total 59.61

Signature of Preparer:

Katerina Sharp 1-6-2020

Signature of Reviewing Board Member:

Cindy Ohnacker

Only approved timesheets are included in report calculation