

**2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD JULY 14, 2020**

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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):**

**Matt called the meeting to order at 8:02 a.m.**

Matt Anderson – Yes, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,  
Bill Black – Yes, Steve Hawkins – No (resigned 6/8/2020)

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

Tawn Seimer – Yes, Shelley Steele – Yes, Wesley French – Yes, Katerina Sharp – Yes, Rob Skidmore - No

**Minutes Recorder:** Tawn

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

Justin Armintrout, NRCS DC – Yes, Eli Ortiz - No

**VISITORS OR GUESTS PRESENT:** Jonathan Lohstroh

**PUBLIC/AGENCY COMMENTS:** None

**IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING (S):**

Barbara moved, seconded by Clyde to approve minutes of the Regular Meeting held June 16, 2020. Motion passed.

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

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

Bill moved, seconded by Clyde to approve the District Fund Financial Statement for June (**Attachment A**). Motion passed.

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

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

Barbara moved, seconded by Clyde to approve the Special Fund Financial Statement for June (**Attachment B**). Motion passed.

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

**IN THE MATTER OF REVIEWING THE NRCS UPDATES:**

Justin gave an update on the NRCS projects and programs being worked on. We had two CSP applications; one was approved and funded. There were 8 EQIP applicants funded. There are 150 to 170 CRP re-enroll contracts that will be created and need signatures. Lindsey created a list of the Pickaway CRP Waterway backlog. Amy Boyer, David Grumm, Shelley and Wesley have been given specific projects. Shelley and Wesley have surveyed 7 of the waterways in the last two weeks. David has done one.

**IN THE MATTER OF REVIEWING AND UPDATING THE ENGINEERING FEE FORM, TABLED FROM JUNE MEETING:**

Bill moved, seconded by Barbara to update the Conservation Engineering Practice Agreement form. The District will only do the \$4.00/acre (minimum fee \$100) for topo maps at this time. The form will be updated and approved at the August 2020 board meeting.

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

**IN THE MATTER OF AN UPDATE FROM KATERINA ON THE BOOTH AT THE PICKAWAY COUNTY FAIR:**

Katerina gave an update on the booth at the fair. There was good participation from fair goers that interacted with the Augmented Reality Sandbox throughout the week. Lauren from RPHF Solid Waste District had a table inside the tent and passed out some literature for two days. The soil tunnel was set up as an inside wall of the tent, for the Cloverbud activity on Monday morning, which worked out well. There were approximately 350 people in the tent throughout the week.

**IN THE MATTER OF THE “2020 CONSERVATIONIST OF THE YEAR”:**

Clyde moved, seconded by Bill to nominate Musselman Farms LLC as the “2020 Conservationist of the Year”. The Musselmans will be contacted after the signs are purchased and received; pictures will be taken of the presentation.

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

**IN THE MATTER OF AN ANNUAL MEETING:**

Clyde moved, seconded by Barbara to cancel the 2020 Annual Meeting and Banquet due to the Level 3 COVID-19 status of the county.

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

**IN THE MATTER OF SETTING UP LICENSES FOR STAFF TO USE SERVER WHEN OUT OF OFFICE:**

Barbara moved, seconded by Clyde to purchase terminal services license for about \$139 each, sold in groups of 5 (\$695) with 2 to 3 hours of labor for set up, from Jason Sheehy. This will allow up to 5 staff to work remotely from the office and be able to access files and programs from the District server.

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

**IN THE MATTER OF A THE DISTRICT OFFICE MOVE:**

Tawn informed the board that there are no new updates on the office move. April, of the Commissioner’s office, said the area has not had an estimate performed for carpet and/or painting at this time.

**IN THE MATTER OF REVIEW OF THE DISTRICT'S STAFF JOB DESCRIPTIONS:**

After discussion, a committee of Clyde, Matt and Tawn will evaluate the staff Job Descriptions. Tawn will request a few other District's Technicians descriptions before the committee will meet.

**IN THE MATTER OF REVIEW OF THE 9-ELEMENT IMPLEMENTATION STRATEGY FOR LICK RUN-SCIOTO RIVER AGREEMENT FOR THE PICKAWAY COUNTY PARKS DISTRICT:**

The Board reviewed the report. The draft report was very thorough and seemed well written according to the Board. They did not see any needed changes, but clarification on the grant writers. As far as any grant writing, it will be the responsibility of the Pickaway County Parks District. They would like technical assistance from the Pickaway Soil and Water Conservation District and/or Natural Resource Conservation Service when practices are needed to help implement nutrient reduction BMP's.

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

Barbara moved, seconded by Bill to approve the Employee Leave Reports for the pay periods ending 6/20/2020 and 7/04/2020 (*Attachments C & D*). Motion passed.

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

**LAST MINUTE ITEMS**

The District received an email request from Jeff Glanville, NRCS, for mentorship opportunities for new incoming NRCS Employees. He is asking the Board for names of producers in Pickaway County that would be interested in mentoring the new employees on crop production, animal agriculture, equipment, and resource concerns. Jonathan Lohstroh volunteered. There were two other names mentioned and Tawn will contact them to see if they would be interested.

**FYI – State Match Received – None this month**

**FYI – ODA Updates for Area 5 SWCD Board Meetings – June and a June & July H2Ohio Update**

**FYI – Calendar of Events**

**IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS DITCH PETITION PROGRAM:**

Clyde moved, seconded by Bill to go into Executive Session to discuss the ditch petition program at 9:16 a.m. Jonathan Lohstroh and Tawn Seimer were asked to attend.

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

The board came out of executive session at 9:41 a.m.

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

Bill moved, seconded by Clyde to adjourn the July 14, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 9:51 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, August 18, 2020 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

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Matt Anderson – Vice Chairperson      Date

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Barbara Martindale – Secretary      Date

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Minutes Recorder      Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 DISTRICT FUND FINANCIAL STATEMENT  
 June 1 through June 30, 2020

Attachment A

		<u>Beginning Balances</u>			
	Money Market Checking Account				
	Unencumbered Funds	\$102,471.84			
	Engineering Deposit Encumbered	294.00			
	Engineering Fee Encumbered (last project installed 10/2019)	-			
	Affiliate/Scholarship Fund (+2410.00 - new and re-enrolled)	14,372.67			
	Education Programs Encumbered	1,736.53			
	EE Camp Encumbered	2,709.46			
	Ag Book Grant for Pickaway Co. 1st Graders	2,000.00			
	Total MMA Checking Account			\$123,584.50	
	Regular Checking Account			65,383.71	
	Petty Cash			52.38	
	Change Fund			100.00	
	Total District Accounts				\$189,120.59
<u>Ref</u>					
512	Ed Taylor - drill rental	\$ 75.00			
513	Ed Sheets - drill rental	\$ 177.00			
514	Steve Hammond - drill rental	\$ 75.00			
510	Regular Checking Interest	\$ 8.95			
	<b>Total Receipts - Regular Checking Income</b>			\$335.95	
511	MMA Checking Interest	24.92			
	<b>Total Receipts - MMA Account</b>			\$24.92	
C2207	Petty Cash Replenishment	97.62			
	<b>Total Receipts - Petty Cash</b>			\$97.62	
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>				\$458.49
<u>Ref</u>	<u>Expenses</u>				
C2205	Licking SWCD - 1/4 District 8 Science Fair awards	\$ 56.25			
C2206	Fender's Fish Hatchery	\$ 4,726.05			
C2207	Petty Cash replenishment	\$ 97.62			
C2208	ODA - DSWC - TDP training for Shelley & Wes	\$ 200.00			
C2209	Pickaway Agricultural Society - Fair booth rental	\$ 175.00			
C2210	Franklin SWCD - Webinar workshop for Katerina	\$ 35.00			
	<b>Total Expenses Regular Checking</b>			\$5,289.92	
	<b>Total Expenses MMA Checking</b>				
	<b>Petty Cash</b>				
	<b>Total Expenses for Petty Cash</b>			\$0.00	
	<b>Total Expenses</b>				\$5,289.92
	<u>Ending Balances</u>				
	Money Market Checking Account				
	Unencumbered Funds	\$102,496.76			
	Engineering Deposit Encumbered	294.00			
	Engineering Fee Encumbered (last project installed 10/2019)	-			
	Affiliate/Scholarship Fund	14,372.67			
	Education Programs Encumbered	1,736.53			
	EE Camp Encumbered	2,709.46			
	Ag Book Grant for Pickaway Co. 1st Graders	2,000.00			
	Total MMA Checking Account			\$123,609.42	
	Regular Checking Account			60,429.74	
	Petty Cash			150.00	
	Change Fund			100.00	
	Total District Accounts				\$184,289.16

Prepared by: Tawn Seimer 7/9/2020 Date: 7/9/2020 Checked by: Katerina Sharp 7-9-2020 Date: 7-9-2020

Mark Anderson Board Chair Date: 7/14/2020

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 SPECIAL FUND FINANCIAL STATEMENT  
 June 1 through June 30, 2020

Beginning Special Fund Balance		\$517,873.15
<b>REVENUE</b>		
State Match - Pay-In: June	8,523.00	
<b>Total Special Fund Revenue</b>		<b>\$8,523.00</b>
<b>EXPENSES</b>		
SALARIES (2 pay periods 12 & 13)	\$13,712.00	
PERS	1,870.40	
MEDICARE	187.92	
INSURANCE (April & May)	2,985.00	
<b>SUPPLIES</b>		
Office Mart - Paper, ink, pads, masks, sanitizer	312.69	
Office Mart - Index sets, cardboard binders, binder clips, stapler	122.49	
Office Mart - Touchless thermometer	65.00	
Postmaster - Bulk mail postage for July Newsletter mailing	500.00	
<b>CONTRACT-SERVICES</b>		
Frontier, Local, Fax, DSL	271.43	
Quench - water filter lease	40.31	
Verizon Wireless (142 calls 416 minutes)	131.97	
Xerox Copier Lease	200.92	
<b>TRAVEL &amp; EXPENSES</b>		
Visa - fuel for vehicles	87.33	
<b>SCHOLARSHIPS-EDUCATION</b>		
Sharon's Trophies - 4 medallions for 2020 Poster contest awards	59.48	
<b>EQUIPMENT</b>		
JS Custom Graphics & Computers - email reset for one computer	59.00	
JS Custom Graphics & Computers - email reset for three computers	119.00	
R & M Tires - replacement of tire on 2019 Ford truck	190.00	
<b>Total Special Fund Expenses</b>		<b>\$20,914.94</b>
Ending Special Fund Balance		<b>\$505,481.21</b>

Prepared by: Tawn Seimer 7-1-2020 Date  
 Checked by: Katerin Sherp 7-7-2020 Date  
Matt Anderson Chair  
7/14/2020 Date



Pickaway SWCD Leave Report  
Pay Period #14 6/7/2020 to 6/20/2020

### Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	157.50	3.10	0.00	160.60
Shelley Steele	68.20	3.10	0.00	71.30
Tawn Seimer	149.01	7.70	0.00	156.71
Wesley French	55.80	3.10	0.00	58.90

Annual Leave Total 467.70

### Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	243.77	4.60	0.00	248.37
Shelley Steele	68.47	4.60	0.00	73.07
Tawn Seimer	1,555.03	4.60	0.00	1,559.63
Wesley French	76.51	4.60	0.00	81.11

Sick Leave Total 2013.74

### Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	27.15	0.00	0.00	27.15
Shelley Steele	29.00	0.00	24.00	5.00
Tawn Seimer	5.32	0.00	1.50	3.82
Wesley French	27.75	0.00	2.00	25.75

Comp Time Total 61.72

Signature of Preparer: Tawn Seimer 6/22/2020  
Date

Signature of Reviewing Board Member: Barbara Martindale 7/14/2020  
Date

*Only approved timesheets are included in report calculation*



Pickaway SWCD Leave Report  
Pay Period #15 6/21/2020 to 7/04/2020

### Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	160.60	3.10	3.50	160.20
Shelley Steele	71.30	3.10	0.00	74.40
Tawn Seimer	156.71	7.70	0.00	164.41
Wesley French	58.90	3.10	0.00	62.00

**Annual Leave Total 481.20**

### Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	248.37	4.60	0.00	252.97
Shelley Steele	73.07	4.60	4.00	73.67
Tawn Seimer	1,559.63	4.60	0.00	1,564.23
Wesley French	81.11	4.60	0.00	85.71

**Sick Leave Total 2028.14**

### Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	27.15	0.00	0.00	27.15
Shelley Steele	5.00	0.00	0.00	5.00
Tawn Seimer	3.82	0.00	2.00	1.82
Wesley French	25.75	0.00	0.00	25.75

**Comp Time Total 59.72**

Signature of Preparer: Tawn Seimer

7/7/2020

Date

Signature of Reviewing Board Member: Clyde Okunek

7-14-20

Date

*Only approved timesheets are included in report calculation*