

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JULY 18, 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 8:00 am.

Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Yes, Dewey Mann – Yes, Jonathan Lohstroh - Absent

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

Tawn Seimer – Yes, Katerina Sharp – No, Brad Hughes – Yes, Adriaehna Karr - Yes, Emma Brown –No, Quincy Lowery – No.

Minutes Recorder: Tawn

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

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

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 June 13, 2023. Motion passed.

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

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

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

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

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

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

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

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports with staff updates.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin is on vacation this week. No report was provided.

IN THE MATTER OF APPROVING CONSERVATION PLANS:

Bill moved, seconded by Matt to approve the 17 new Conservation Plans for Grassed Waterways, EQIP and Wildlife Habitat contracts. Motion Passed.

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

IN THE MATTER OF 2023 ANNUAL MEETING UPDATE:

Tawn gave an update on the 2023 Annual Meeting. We still need 1 or 2 food trucks for the event. The schedule is 2:00-3:00 p.m. voting & socialize, 3:00 – 4:00 p.m. Pickaway Farm Bureau and Pickaway SWCD meeting begins, 4:00 p.m. Ohio State Football game begins. Food Trucks will be available 4:00 – 6:00 p.m. Brian said that he has 150 chairs and some tables available for the event. The July newsletter has been sent out email, it will be taken to the post office by Circle Printing on July 18,2023 for mailing.

IN THE MATTER OF MID-YEAR STAFF EVALUATIONS:

The Board has agreed to perform mid-year staff evaluations and exit interviews with interns after the next board meeting on August 15, 2023.

IN THE MATTER OF PURCHASING FARM TO TABLE BOOKS FOR 2023-2024 FIRST GRADERS:

Bill moved, seconded by Matt to approve the purchase of 850 Farm to Table books for approximately \$6.99 each. Funds will be taken out of the Affiliate/Scholarship line item. Motion passed.

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

IN THE MATTER OF PLANNING A JOINT AG TOUR WITH MADISON COUNTY WITH STATE REPRESENTATIVE:

Julia from Madison SWCD contacted Tawn to check if we would like to jointly put together an Ag Tour with the State Representative, Stephanie Kunze. The Board has agreed to do a joint tour between counties and would like the staff put a one-page type annual report with pictures, to give to Ms. Kunze during the tour.

IN THE MATTER OF LENGTH OF EMPLOYMENT FOR THE SUMMER INTERNSHIPS:

Matt moved, seconded by Brian to end the employment for the interns on August 31, 2023. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 6/17/2023 & 7/01/2023 as follows: **(Attachment C & D)**. Motion passed.

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

FYI – Board Review of the “Comp Pay Out Policy” at the August 15, 2023 Board Meeting
FYI – New Wildlife Management Consultant Directory as of 7/03/2023
FYI – State Match Report – Waiting for confirmation of the percentage amount for 2023-2024
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – July Report - Cody clarified on the State Match budget amount would be close to last year’s amount. There will be a OSWCC Board meeting on August 8, 2023 to confirm the percentage amounts for the state.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Brian to adjourn the July 18, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 9:11 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, August 15, 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

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 June 1 through June 30, 2023

Attachment A

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$60,931.43	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected) (OACC + 2400.00)	6,042.74	
	Affiliate/Scholarship Fund	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+ \$ 880.00 registrations)	4,596.78	
	Total MMA Checking Account		\$84,199.38
	Regular Checking Account		76,166.58
	Petty Cash		142.01
	Change Fund		100.00
	Total District Accounts		\$160,607.97
	Ref		
several	EE Camp registrations	\$ 300.00	
several	Jr. EE Camp registrations	\$ 70.00	
several	Rain Barrels & kits	\$ 245.00	
several	Great Plains drill rental payments	\$ 400.00	
3535	William Speakman - SSD copies	\$ 40.00	
3523	Elflein Property Solutions LLC - EE Camp donation	\$ 100.00	
***	Sales Tax Received for the Month	\$ 25.03	
3537	Regular Checking Interest	\$ 62.96	
	Total Receipts - Regular Checking Income		\$1,242.99
3518	OFSWCD - NRCS Contribution Agreement - Sep - Dec 2022	\$ 3,563.25	
3538	MMA Checking Interest	\$ 71.48	
	Total Receipts - MMA Account		\$3,634.73
	Total Receipts - Petty Cash		\$0.00
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$4,877.72
	Ref		
	Expenses		
C2331	Patchwork Gardens - 51 flats @ \$50/each	\$ 2,550.00	
C2332	Visa - 20 Rain Barrel kits	\$ 496.10	
C2333	Charles Roberts - Engineering fee refund	\$ 294.00	
C2334	Anderson Equipment Inc. - new jack for Great Plains drill	\$ 169.28	
C2335	Ink My Logo - staff shirts	\$ 94.00	
	Total Expenses Regular Checking		\$3,603.38
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
168	Bubba's Corner - brake fluid for the van	\$ 3.64	
	Total Expenses for Petty Cash		\$3.64
	Total Expenses		\$3,607.02
	Ending Balances		
	Money Market Checking Account		
	Unencumbered Funds	\$60,826.91	
	Engineering Deposit Encumbered (refunded \$294.00 6-13-2023)	-	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected) (NRCS + 3563.25)	9,605.99	
	Affiliate/Scholarship Fund	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+ \$ 370.00 registrations + donation \$100.00)	5,066.78	
	Total MMA Checking Account		\$87,834.11
	Regular Checking Account		73,806.19
	Petty Cash		138.37
	Change Fund		100.00
	Total District Accounts		\$161,878.67

Prepared by: Tawn Seimer 7/6/2023 Date Checked by: Brad Hyler 7/6/23 Date
Benny Mann 7/18/23 Date
 Board Chair Date



Pickaway SWCD Leave Report

Pay Period # 13 (6/4/2023 - 6/17/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	0.00	4.34	0.00	4.34
Brad Hughes	89.70	6.20	8.00	87.90
Katerina Sharp	208.80	4.60	0.00	213.40
Tawn Seimer	148.86	7.70	0.00	156.56
Annual Leave Total				462.20

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr (sick leave updated)	1.84	124.14*	0.00	125.98
Brad Hughes	117.15	4.60	8.00	113.75
Emma Brown		4.24	0.00	4.24
Katerina Sharp	547.32	4.90	0.00	552.22
Quincy Lowery		3.59	0.00	3.59
Tawn Seimer	1,713.65	4.79	0.00	1,718.44
Sick Leave Total				2,518.22

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	0.00	0.75	0.00	0.75
Brad Hughes	45.50	0.00	0.00	45.50
Katerina Sharp (-5 hr. comp pay out)	90.30	2.88	12.50	80.68
Tawn Seimer	24.95	4.88	0.00	29.83
Comp Time Total				156.76

Signature of Preparer: Tawn Seimer

Date

6/20/2023Signature of Reviewing Board Member: Denny Mann

Date

7/18/23*Only approved timesheets are included in report calculation*



Pickaway SWCD Leave Report

Pay Period # 14 (6/18/2023 - 7/1/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	4.34	3.10	0.00	7.44
Brad Hughes	87.90	6.20	6.50	87.60
Katerina Sharp	213.40	4.60	0.00	218.00
Tawn Seimer	156.56	7.70	0.00	164.26
Annual Leave Total				477.30

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	125.98	4.14	13.00	117.12
Brad Hughes	113.75	4.74	0.00	118.49
Emma Brown	4.24	2.30	0.00	6.54
Katerina Sharp	552.22	5.56	0.00	557.78
Quincy Lowery	3.59	2.59	0.00	6.18
Tawn Seimer	1,718.43	4.63	0.00	1,723.06
Sick Leave Total				2,529.17

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	0.75	0.00	0.00	0.75
Brad Hughes	45.50	3.75	0.00	49.25
Katerina Sharp (-5 hr comp pay out)	80.67	20.13	0.00	100.80
Tawn Seimer	29.82	0.75	28.50	2.07
Comp Time Total				152.87

Signature of Preparer: _____

Tawn Seimer

7/5/2023

Date

Signature of Reviewing Board Member: _____

Ben Reed

7-18-23

Date

Only approved timesheets are included in report calculation