

**2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JUNE 16, 2020**

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):

Matt called the meeting to order at 8:03 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: Katerina

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: Cody Hacker, Area 5 Program Specialist, joined the meeting via Zoom

PUBLIC/AGENCY COMMENTS: None

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

Clyde moved, seconded by Bill to approve minutes of the Regular Meeting held May 19, 2020. Motion passed.

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

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

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

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

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

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

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

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave an update on the NRCS projects and programs being worked on. The CSP deadline just ended. Several people signed up for CSP and the rankings and cost estimates are due by Friday, June 19. EQIP sign ups have ended. There are eight people pre-approved. CRP has a lot of contracts up for re-enrollment this year, but they are not a current priority with other deadlines falling before them. USDA has Pickaway County remaining in the Gated Status for the time being, which means maximum teleworking and offices remaining closed to the public.

IN THE MATTER OF APPROVING STEVE HAWKINS' RESIGNATION LETTER:

Clyde moved, seconded by Bill to approve Steve Hawkins' resignation letter. Steve resigned on June 8, 2020 due to moving out of the county. Motion passed.

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

IN THE MATTER OF APPROVING JONATHAN LOHSTROH TO BE APPOINTED TO THE BOARD TO FINISH OUT THE TERM FOR STEVE HAWKINS:

Clyde moved, seconded by Bill to approve Jonathon Lohstroh to be appointed to the Pickaway SWCD board of supervisors to finish out Steve Hawkins' term, which ends December 31, 2020. Unanimous motion passed.

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

The board signed the OSWCC Request for SWCD Board Member Appointment Form at the conclusion of the meeting. This form will be sent to the OSWCC for their approval at their next meeting.

IN THE MATTER OF HAVING A BOOTH AT THE PICKAWAY COUNTY FAIR:

Katerina gave an update on plans to have a booth and the augmented reality sandbox at the fair, which will be open Monday through Friday. SWCD will also have the soil tunnel set up for the Cloverbud activity on Monday morning.

IN THE MATTER OF AN ANNUAL MEETING UPDATE AND APPROVING THE MENU AND TICKET COST:

Clyde moved, seconded by Bill to approve the Baked Steak/Chicken meal option and to charge \$15 for guest tickets to cover the cost of the meal for each person. The Pickaway SWCD 76th Annual Meeting and Banquet will take place at Emmett Chapel on Thursday, August 27, 2020. Voting will be from 5:30 to 6:30 pm, with meal beginning shortly after 6:30 pm. Barbara discussed potential options for table spacing and social distancing between groups, to be discussed further at July meeting. Motion passed.

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

IN THE MATTER OF REVIEWING THE ELECTION NOTICE FOR THE SUPERVISOR ELECTION:

The board reviewed the Election Notice for the supervisor election, which includes options on how, when and where to cast a ballot for the election. Potential candidates can turn in a form until June 30, 2020 to become an official candidate. The Election Notice will be posted on the website after this date, but before the first voting date opens on July 15, 2020.

IN THE MATTER OF A NOMINATION COMMITTEE UPDATE:

Clyde gave a nomination committee update on candidates running for a board of supervisor position. There are two official candidates at the moment for two positions. Interested candidates may turn in their form to run until June 30, 2020.

IN THE MATTER OF REPLENISHING PETTY CASH:

Barbara moved, seconded by Clyde to approve to replenish \$97.62 of petty cash. Motion passed.

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

IN THE MATTER OF REVIEWING AND UPDATING THE ENGINEERING FEE FORM:

The staff and board discussed the potential need to update the engineering fee for GPS of tile for property owners. Shelley proposed updating the fee to a \$50 charge for a visit and then an additional \$20 per hour fee for the time the technicians spend working on the property. Wes added that information can be provided to landowners on a thumb drive. The board decided to table a final decision on this until the July board meeting.

IN THE MATTER OF ITEMS AND EQUIPMENT FOR STAFF TO WORK REMOTELY FROM HOME IF/WHEN NEEDED:

Tawn is going to discuss with Jason Sheehy options for server access on the laptops when not in the office. There was also discussion for the potential need of a cell phone specifically for technical staff, in addition to the one cell phone the district already has.

IN THE MATTER OF APPROVING THE 2021 BUDGET WORKSHEET:

Tawn explained the items and amounts listed on the Budget Worksheet. Clyde moved, seconded by Barbara to approve the 2021 Budget Worksheet, which is due to April in the Commissioner's Office by June 17, 2020. Motion passed.

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

IN THE MATTER OF THE POSSIBILITY OF MOVING THE PICKAWAY SWCD OFFICE:

Tawn gave an update on the office space down stairs in the Service Center, possible rental costs and building updates, the availability to keep our PSWCD phone number, and the options available to replace or do away with the fax machine. More information may be available at the July board meeting.

IN THE MATTER OF CHOOSING A 2020 CONSERVATIONIST OF THE YEAR AWARD WINNER:

The Board was given a list of individuals who have been considered in the past, and Justin will get Tawn an additional list of names to be discussed and decided on at the July board meeting.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Barbara moved, seconded by Clyde to approve the Employee Leave Reports for the pay periods ending 5/23/2020 and 6/6/2020 (*Attachments C & D*). Motion passed.

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

FYI – Wes delivered the plans for the Rhoads Ditch Petition to Chris at the County Engineers Office

FYI – State Match Received for June

FYI – Calendar of Events

FYI – EE Camp Update

FYI – Clyde would like the board to review all policies at some point

FYI – Clyde reminded the board and staff of the prior commitment to visit Ronnie Jahn at some point this summer.

FYI – ODA Updates for Area 5 SWCD Board Meetings - June

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.

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

The board came out of executive session at 10:12 a.m.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Clyde moved, seconded by Bill to adjourn the June 16, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 10:28 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, July 14, 2020 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Matt Anderson – Chairperson Date

Barbara Martindale – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 May 1 through May 31, 2020

Attachment A

<u>Beginning Balances</u>				
	Money Market Checking Account			
	Unencumbered Funds	\$102,449.26		
	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		\$123,561.92	
	Regular Checking Account		73,726.13	
	Petty Cash		52.38	
	Change Fund		100.00	
	Total District Accounts			\$197,440.43
<u>Ref</u>				
505	Ruff Farms - Flags	\$ 50.00		
506	Lawrence SWCD - Area 5 Envirothon web site-reimburse	\$ 128.70		
507	Gary Scherer - fish food	\$ 40.00		
508	Lori Fletcher - EE Camp reg.	\$ 20.00		
509	Wayne Beavers - GP drill rental	\$ 89.00		
510	Regular Checking Interest	\$ 9.25		
	Total Receipts - Regular Checking Income		\$336.95	
511	MMA Checking Interest	22.58		
	Total Receipts - MMA Account		\$22.58	
	Total Receipts - Petty Cash			
	Total Receipts - Regular & MMA & Petty Cash Accounts			\$359.53
<u>Ref</u>				
	<u>Expenses</u>			
	The Savings Bank - 1 Box checks purchased	\$ 30.37		
2202	Charles Evans - fish food refund	\$ 40.00		
2203	Wesley French - reimbursement for Plexi Glass	\$ 159.00		
2204	Patchwork Gardens - 169 flats @ \$50 each	\$ 8,450.00		
	Total Expenses Regular Checking		\$8,679.37	
		\$ -		
	Total Expenses MMA Checking		\$0.00	
	Petty Cash			
	Total Expenses for Petty Cash		\$0.00	
	Total Expenses			\$8,679.37
	<u>Ending 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

Prepared by: Tawn Seimer 6/2/2020 Date: 6/2/2020 Checked by: Katerina Sharp 6-3-2020 Date: 6/3/2020
Mark [Signature] Board Chair Date: 6/16/2020



Pickaway SWCD Leave Report

Pay Period #12 5/10/2020 to 5/23/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	151.30	3.10	0.00	154.40
Shelley Steele	62.00	3.10	0.00	65.10
Tawn Seimer	133.61	7.70	0.00	141.31
Wesley French	49.60	3.10	0.00	52.70

Annual Leave Total 433.70

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	234.57	4.60	0.00	239.17
Shelley Steele	59.27	4.60	0.00	63.87
Tawn Seimer	1,545.83	4.60	0.00	1,550.43
Wesley French	67.31	4.60	0.00	71.91

Sick Leave Total 1976.94

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	38.15	0.00	5.00	33.15
Shelley Steele	29.00	0.00	0.00	29.00
Tawn Seimer	5.82	0.00	0.00	5.82
Wesley French	27.75	0.00	0.00	27.75

Comp Time Total 95.72

Signature of Preparer: Tawn Seimer 5/26/2020
Date

Signature of Reviewing Board Member: B.W. Bluel 6-16-2020
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report
Pay Period #13 5/24/2020 to 6/6/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	20.19	0.00	0.00	20.19
Katerina Sharp	154.40	3.10	0.00	157.50
Shelley Steele	65.10	3.10	0.00	68.20
Tawn Seimer	141.31	7.70	0.00	149.01
Wesley French	52.70	3.10	0.00	55.80

Annual Leave Total 450.70

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.56	0.00	0.00	51.56
Katerina Sharp	239.17	4.60	0.00	243.77
Shelley Steele	63.87	4.60	0.00	68.47
Tawn Seimer	1,550.43	4.60	0.00	1,555.03
Wesley French	71.91	4.60	0.00	76.51

Sick Leave Total 1995.34

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	33.15	0.00	6.00	27.15
Shelley Steele	29.00	0.00	0.00	29.00
Tawn Seimer	5.82	0.00	0.50	5.32
Wesley French	27.75	0.00	0.00	27.75

Comp Time Total 89.22

Signature of Preparer:

Katerina Sharp

6-8-2020

Date

Signature of Reviewing Board Member:

Clyde Dunwood

6-16-20

Date

Only approved timesheets are included in report calculation