

**2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD MARCH 17, 2020**

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 9:00 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):

Steve called the meeting to order at 9:01 a.m.

Matt Anderson – No, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,  
Bill Black – Yes, Steve Hawkins - Yes.

**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:** None

**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 February 18, 2020. Motion passed.

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

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

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

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

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

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

Vote on Motion (Y, N or A): Matt Anderson – Absent Bill Black– Yes Steve Hawkins – 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. Tawn added that there are some BeeHive revisions coming.

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

Justin gave an update on the NRCS projects and programs being worked on. The Local Work Group meeting that had been scheduled for March 24 has been postponed. The sign up for EQIP applications ends on Friday, March 20. CRP plans are being worked on, as are CREP and Waterway re-enrolls. There are approximately 250 plans in Pickaway all together. NRCS switched to their new software last week. Eli has been out but is scheduled to start back next week. Federal guidance for COVID-19 is that all USDA offices remain open for now.

**IN THE MATTER OF APPROVING THE 2020 ANNUAL PLAN OF WORK:**

The board reviewed the annual plan of work and made a few edits and clarifications. In the future, the annual plan of work will be reviewed each year in November to be put in place for the following year. It has been recommended that the annual plan of work reviews be conducted by the Pickaway SWCD board and staff, and a public meeting with partner agencies be coordinated and held separate for a future Strategic Plan.

Clyde moved, seconded by Bill to approve the 2020 Annual Plan of Work. Motion passed.

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

**IN THE MATTER OF REVIEWING AND APPROVING THE LETTER FROM THE BOARD TO BE SENT IN REGARDS TO THE POND POLLUTION COMPLAINT ON TARLTON ROAD:**

Clyde moved, seconded by Bill to approve and mail the letter from the board (written with guidance from Cody Hacker) to the farm operator of the pond pollution complaint on Tarlton Road. Motion passed.

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

**IN THE MATTER OF HOLDING A JOINT ANNUAL MEETING WITH PICKAWAY COUNTY FARM BUREAU IN 2020 :**

Pickaway SWCD will continue to hold its own Annual Meeting, but would like to send representatives to the Pickaway County Farm Bureau annual meeting to represent Pickaway SWCD and our involvement in Ag Day. Discussion for Pickaway SWCD's annual meeting plans included putting together a photo presentation for the Conservationist of the Year, recognizing a Forester of the Year if one presents itself, inviting some of our partner agencies to attend as guests, putting together a survey to ask our guests for their opinion about holding a joint SWCD/FB meeting in the future, and having a better education and outreach display (scholarship winners, poster contest winners, 4-H awards, the Ag Book Grant, etc.).

**IN THE MATTER OF SUPERVISORS RE-RUNNING FOR ANOTHER TERM:**

Steve and Bill have agreed to re-run for supervisor, term to begin January 1, 2021. Clyde is working with the Election Nomination Committee to encourage at least one or two others to run.

**IN THE MATTER OF HAVING A PROCESS OR POLICY FOR MEETINGS TO PERFORM WITHOUT PUBLIC ATTENDANCE OR RESERVED PUBLIC ATTENDANCE:**

Katerina will look into Facebook Live options to be able to still hold public meetings but without the public being in attendance.

**IN THE MATTER OF MAKING A DONATION TO THE OHIO ENVIROTHON DON REHL MEMORIAL FUND SPONSORSHIP:**

Barb moved, seconded by Clyde to give \$100 to the Ohio Envirothon Don Rehl Memorial Fund Sponsorship if the event is held in 2020. Motion passed.

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

**IN THE MATTER OF THE 1<sup>ST</sup> GRADE AG BOOK GRANT THROUGH PCCF:**

Katerina gave an update on the plan and status of the grant, which is currently to purchase 828 copies of the book “Right This Very Minute: a table-to-farm book about food and farming” for every 1<sup>st</sup> grade student in Pickaway County, as well as the school and public libraries. The board discussed other possible fund contributors for if PCCF does not fund the entire grant, and also discussed the possibility of Pickaway SWCD potentially funding part of the grant. If/when the grant is funded, the board is open to the idea of purchasing the Educator Guides to go along with all the classroom copies of the book.

**IN THE MATTER OF REVIEWING AND UPDATING THE EMPLOYMENT POLICY IN REGARDS TO AN AFFIDAVIT/REIMBURSEMENT FOR IF A STAFF OR BOARD MEMBER DOES NOT ATTEND A PAYED FOR EVENT:**

It was discussed that our current policy does not cover what to do in the case that a board or staff member is unable to attend a training, meeting, or other event that has been payed for by the District. If we were to adopt the County’s form, it would require an Affidavit and a notary. It would make the most sense to add a line in our policy that says something to the effect of: “If a board or staff member cancels on a meeting or training, the individual may be held liable for paying/reimbursing their registration fee.” Please update wording or refer to travel policy to update, and bring to next meeting to be approved.

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

Bill moved, seconded by Barbara to approve the Employee Leave Reports as of pay period end dates 2/15/2020 & 2/29/2020 as follows: **(Attachment C & D)**. Motion passed.

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

**FYI – ODA notice of cancelled meetings and trainings**

**FYI – 2020 Pickaway SWCD Poster Contest: 152 participants (top placing posters displayed at meeting)**

**FYI – 2020 Tree Sale Report: 95 customers purchased \$6,151 worth of items**

**FYI – State Match Funding Received**

**FYI – Calendar of Events**

**FYI – ODA Updates for Area 5 SWCD Board Meetings**

**FYI – Clyde reminded board and staff of previous obligations to the Ron Jahn project.**

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

Barbara moved, seconded by Clyde to adjourn the March 17, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 10:34 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, April 21, 2020 at 8:00 – 10:00 a.m.** in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

\_\_\_\_\_  
Steve Hawkins – Chairperson      Date

\_\_\_\_\_  
Barbara Martindale – Secretary      Date

\_\_\_\_\_  
Minutes Recorder      Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 DISTRICT FUND FINANCIAL STATEMENT  
 February 1 through February 29, 2020

Attachment A

		<u>Beginning Balances</u>			
		Money Market Checking Account			
		Unencumbered Funds	\$106,763.09		
		Engineering Deposit Encumbered	294.00		
		Engineering Fee Encumbered (last project installed 10/2019)	-		
		Affiliate/Scholarship Fund (+730.00 - new and re-enrolled)	11,962.67		
		Education Programs Encumbered	1,736.53		
		EE Camp Encumbered	2,709.46		
		Total MMA Checking Account		\$123,465.75	
		Regular Checking Account		66,526.14	
		Petty Cash		80.77	
		Change Fund		100.00	
		Total District Accounts			\$190,172.66
<u>Ref</u>					
several	Plug Sales	\$	605.00		
several	Tree Sales	\$	5,072.75		
several	Fish Sales	\$	803.00		
several	Flags	\$	73.00		
several	Affiliate Memberships	\$	2,410.00		
7573	Regular Checking Interest	\$	17.68		
		<b>Total Receipts - Regular Checking Income</b>			\$8,981.43
7514	MMA Checking Interest		37.89		
		<b>Total Receipts - MMA Account</b>			\$37.89
		<b>Total Receipts - Petty Cash</b>			
		<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>			\$9,019.32
<u>Ref</u>		<u>Expenses</u>			
C2114	ODA-DSWC (Shelley & Wes TDP)	\$	190.00		
		<b>Total Expenses Regular Checking</b>			\$190.00
				\$	-
		<b>Total Expenses MMA Checking</b>			\$0.00
		<b>Petty Cash</b>			
109	Kroger - Education supplies - composting program	\$	1.77		
		<b>Total Expenses for Petty Cash</b>			\$1.77
		<b>Total Expenses</b>			\$191.77
		<u>Ending Balances</u>			
		Money Market Checking Account			
		Unencumbered Funds	\$104,390.98		
		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		
		Total MMA Checking Account		\$123,503.64	
		Regular Checking Account		75,317.57	
		Petty Cash		79.00	
		Change Fund		100.00	
		Total District Accounts			\$199,000.21

Prepared by: Tawn Seimer 3/6/2020 Date: 3-6-2020 Checked by: Katerina Sharp 3-6-2020 Date: 3-6-2020  
Alan Hopkins 3-17-2020  
 Board Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 SPECIAL FUND FINANCIAL STATEMENT  
 February 1 through February 29, 2020

Attachment B

Beginning Special Fund Balance		\$567,068.65
<b>REVENUE</b>		
State Match - Pay-In: February	8,527.00	
BWC - Refund	44.57	
<b>Total Special Fund Revenue</b>		<b>\$8,571.57</b>
<b>EXPENSES</b>		
SALARIES (3 pay periods 1, 2, & 3)	\$15,064.13	
PERS	2,045.70	
MEDICARE	207.53	
INSURANCE	2,878.88	
<b>SUPPLIES</b>		
Key Blue Print - 2 rolls plotter paper	72.43	
<b>CONTRACT-SERVICES</b>		
Frontier, Local, Fax, DSL	272.89	
Quench - water filter lease	40.31	
Verizon Wireless	68.56	
Xerox Copier Lease	204.29	
<b>TRAVEL &amp; EXPENSES</b>		
Visa - fuel for vehicles	210.23	
Wesley French - milage to TDP training in Delaware	32.14	
<b>SERVICE &amp; FEES</b>		
NACD - Annual dues	600.00	
<b>EDUCATION/SCHOLARSHIPS</b>		
Visa - Area 5 Envirothon web site - 128.70 & 6.31 Facebook	135.01	
<b>EQUIPMENT</b>		
Visa - Trails West - last 1/2 of truck top	694.95	
DLT Solutions - AutoCAD renewal from maintenance to subscription	2,255.88	
<b>Total Special Fund Expenses</b>		<b>\$24,782.93</b>
Ending Special Fund Balance		<b>\$550,857.29</b>

Prepared by: Tawn Seimer 3/6/2020 Date  
 Checked by: Katerina Sharp 3-6-2020 Date  
Steve Henderson 3-17-2020  
 Chair Date



Pickaway SWCD Leave Report  
Pay Period #5 2/2/2020 to 2/15/2020

### Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	17.95	0.92	0.00	18.87
Katerina Sharp	129.60	3.10	0.00	132.70
Shelley Steele	40.30	3.10	0.00	43.40
Tawn Seimer	179.71	7.70	53.00	134.41
Wesley French	27.90	3.10	0.00	31.00

**Annual Leave Total 360.38**

### Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	55.74	1.37	5.50	51.61
Katerina Sharp	201.32	5.10	0.00	206.42
Shelley Steele	45.12	4.60	16.00	33.72
Tawn Seimer	1,513.59	4.60	0.00	1,518.19
Wesley French	34.17	4.60	0.00	38.77

**Sick Leave Total 1848.71**

### Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	49.27	13.13	2.25	60.15
Shelley Steele	16.75	0.00	8.00	8.75
Tawn Seimer	8.20	0.00	0.00	8.20
Wesley French	11.38	0.00	0.00	11.38

**Comp Time Total 88.48**

Signature of Preparer: Katerina Sharp 2-17-2020

Signature of Reviewing Board Member: Barbara Martindale 3/17/2020

*Only approved timesheets are included in report calculation*



Pickaway SWCD Leave Report  
Pay Period #6 2/16/2020 to 2/29/2020

## Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	18.87	0.56	0.00	19.43
Katerina Sharp	132.70	3.10	0.00	135.80
Shelley Steele	43.40	3.10	0.00	46.50
Tawn Seimer	134.41	7.70	47.00	95.11
Wesley French	31.00	3.10	0.00	34.10

Annual Leave Total 330.94

## Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	51.61	0.83	0.00	52.44
Katerina Sharp	206.42	5.09	0.00	211.51
Shelley Steele	33.72	4.66	0.00	38.38
Tawn Seimer	1,518.19	4.60	0.00	1,522.79
Wesley French	38.77	4.60	0.00	43.37

Sick Leave Total 1868.49

## Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	60.15	12.75	11.75	61.15
Shelley Steele	8.75	1.50	0.00	10.25
Tawn Seimer	8.20	0.00	0.00	8.20
Wesley French	11.38	0.00	0.00	11.38

Comp Time Total 90.98

Signature of Preparer: Tawn Seimer 3/2/2020  
Date

Signature of Reviewing Board Member: Alyce Orndorff  
Date

*Only approved timesheets are included in report calculation*