

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD MARCH 21, 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 8:01 am.

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

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

Tawn Seimer – Yes, Katerina Sharp – Yes, Nathan Taylor – Yes, Brad Hughes – Yes

Minutes Recorder: Tawn

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

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

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): Yes

VISITORS OR GUESTS PRESENT: Chris Pancake, ODA Region 4 Watershed Manager

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 February 14, 2023. Motion passed.

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

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

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

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

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

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

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

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave a NRCS update. The Local Work Group meeting will take place after the board meeting this morning. He will be covering for Franklin County NRCS one day a week until NRCS DC position is filled in Delaware County. NRCS is accepting applications for EQIP-IRA (Inflation Reduction Act), CSP & CSP-IRA until April 7th.

FYI – IN THE MATTER OF THE UTV JOHN DEERE GATOR:

The John Deere Gator was delivered to the County Engineer Garage on Thursday March 16th. It was put into our covered trailer at the location. Tawn will make sure item is added to insurance coverage.

FYI – CRP WATERWAY PROCESS/WORKFLOW AND STEPS:

There was an FSA, NRCS and SWCD technical meeting to review and work out a process for the Grass Waterway Program on 2/7/2023. The results are the Process/Workflow, Technical Checklist and Steps for Customer forms created to be used for new waterway projects. These forms have been approved by the attended staff and will be used in the project process. Kristi of FSA and Brad of SWCD will be the two individuals keeping the Excel lists updated for the process. Attendees were: Sherrill and Kristi of FSA, Justin of NRCS, Brad, Nathan and Tawn of SWCD.

IN THE MATTER OF THEN & NOW FOR APPROVAL FOR PAYMENT ON VAN REPAIR:

Bill moved, seconded by Matt to approve the Then & Now for payment of bill for Herrnstein Chrysler, Inc for \$ 1,760.94 to repair the 2012 Van. Motion passed.

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

IN THE MATTER OF THE LOT SURVEY:

The Board reviewed the survey of the proposed tract of land for purchase. Brad laid the coordinates of the survey on an aerial picture to show the size and area of the tract. The landowner was asked for an estimated purchase price of Tract 4A. We had not received an answer at this time. Dewey would like to create a subcommittee to work out plans and details.

IN THE MATTER OF EDUCATION UPDATES:

Katerina gave education updates: Pickaway students from Circleville and Amanda Clearcreek FFAs and Logan Elm Conservation class will help bundle the White Pine seedlings for Pickaway Co. 5th Graders. The MAPS Workshop will take place this Thursday at the Library, 8 people have registered for the event, so far. EE Camp and Jr. EE Camp information and flyers have been posted on Facebook and web site. Have received 2 confirmations for camp. The poster contest with theme: “One Water” is going on now with deadline to turn posters in on March 31st. District 8 Science Fair took place March 18th at OU Lancaster. There were five students in the conservation area of the contest. 1st, 2nd and 3rd place checks and certificates were handed out to Emily Swope, Sophia Haughn and Nicholas Jungers. Katerina received a proof from Destination Pickaway publication for the District ad. She showed the proof to the board and all agreed it looked great.

IN THE MATTER OF APPROVAL FOR THE 2023 FORM 11:

Matt moved, seconded by Jonathan to approve the 2023 Form 11. Motioned passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Bill Black – Yes Brian Reid – Yes
Jonathan Lohstroh – 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 2/11/2023, 2/25/2023 & 3/11/2023 as follows: **(Attachment C, D & E)**. Motion passed.

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

FYI – Chris Pancake, ODA Region 4 Watershed Manager gave an update on the watershed plans for the state of Ohio. The plans from each of the 7 regions will be put together for an overall state plan. Nutrient Management will be a key component when the funding is opened to 500,000 acres of the state. Most nutrient management tools require soil tests every 3 to 4 years. ODA is posting an Area 5 Engineer position that will be housed in Ross County.

FYI – State Match Report

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – March Report - next State Match payment in April, Ag Pollution Abatement Beehive training in Hillsboro April 14, Area 5 Admin Policy updates meeting in Ross Co. April 17.

IN THE MATTER OF GOING INTO EXECUTIVE SESSION FOR PERSONNEL MATTERS:

Matt moved at 9:18 a.m., seconded by Brian to go into executive session for personnel matters including Nathan Taylor. Motion passed.

Roll Call: Brian – Yes, Matt – Yes, Bill – Yes, Dewey – Yes, Jonathan – Yes

The Board came out of executive session at 9:44 a.m.

IN THE MATTER OF ACCEPTING NATHAN TAYLOR'S RESIGNATION:

Matt moved, seconded by Jonathan to accept Nathan Taylor's resignation with his last day of service being March 31, 2023. Motion passed.

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

IN THE MATTER OF POSTING A DISTRICT TECHNICIAN POSITION:

The Board would like Tawn to post for a District Technician position with a posting deadline of April 14, 2023. If the District does not receive enough qualified applicants the deadline will be extended.

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Brian to adjourn the March 21, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 10:51 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, April 18, 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
February 1 through February 28, 2023

Attachment A

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	\$67,532.73		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74		
	Affiliate/Scholarship Fund (+ 890.00 for affiliate memberships)	8,333.07		
	Education Programs Encumbered	1,323.86		
	EE Camps	2,786.78		
	Total MMA Checking Account		\$83,913.18	
	Regular Checking Account		68,051.55	
	Petty Cash		137.54	
	Change Fund		100.00	
	Total District Accounts			\$152,202.27
Ref				
several	Affiliate memberships	\$ 2,270.00		
several	Tree sales	\$ 5,679.00		
several	Fish Sales	\$ 2,277.30		
several	Plug Sale	\$ 825.00		
several	Flag sales	\$ 95.40		
3360	Moel - reimbursement on charge for closed checking acct	\$ 20.00		
***	Sales Tax Received for the Month	\$ 524.54		
3371	Regular Checking Interest	\$ 57.15		
	Total Receipts - Regular Checking Income		\$11,748.39	
3372	MMA Checking Interest	\$ 74.24		
	Total Receipts - MMA Account		\$74.24	
	Total Receipts - Petty Cash		\$0.00	
	Total Receipts - Regular & MMA & Petty Cash Accounts			\$11,822.63
Ref	Expenses			
C2317	Treasurer, State of Ohio - 3 Advanced TDP classes for Brad	\$ 225.00		
C2318	Visa - Ohio Treasurer of State - July - Dec 2022 sales tax paid	\$ 18.65		
svchg	The Savings Bank - returned ck for Moel closed acct.	\$ 20.00		
	Total Expenses Regular Checking		\$263.65	
	Total Expenses MMA Checking		\$0.00	
	Petty Cash			
159	Brad - reimbursement for parking @ OFSWCD Mtg.	\$ 10.00		
160	Katerina - reimbursement for parking @ OFSWCD Mtg.	\$ 12.45		
	Total Expenses for Petty Cash		\$22.45	
	Total Expenses			\$286.10
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	\$65,336.97		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74		
	Affiliate/Scholarship Fund (+ 2,270.00 for affiliate memberships)	10,603.07		
	Education Programs Encumbered	1,323.86		
	EE Camps	2,786.78		
	Total MMA Checking Account		\$83,987.42	
	Regular Checking Account		79,536.29	
	Petty Cash		115.09	
	Change Fund		100.00	
	Total District Accounts			\$163,738.80

Prepared by:

Tawn Seimer 3/8/2023

Date

Checked by:

Katerina 3-8-23

Date

Board Chair

Date

**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
February 1 through February 28, 2023**

Attachment B

Beginning Special Fund Balance		\$706,876.28
REVENUE		
County Match - Recived 2/07/2023 for whole year	\$ 190,000.00	
Total Special Fund Revenue		\$190,000.00
EXPENSES		
SALARIES (2 pay periods 1 & 2)	\$17,217.00	
PERS	2,326.10	
MEDICARE	241.95	
MEDICAL INSURANCE & DENTAL	2,659.98	
SUPPLIES		
Visa - Walmart office supplies, paper plates, batteries and silverware	78.28	
Office Mart - report covers, indeses, dry erase board & markers, address labels, and binder	225.09	
CONTRACT - SERVICES		
Xerox Copier Lease	230.61	
Verizon Wireless	98.55	
Frontier - Phone, DSL	193.03	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	85.52	
Katerina Sharp - travel expense mileage	59.24	
EDUCATION / SCHOLARSHIP		
Visa - Weebly web site annual renewal	128.70	
EQUIPMENT		
Visa - 2 Monitors (Best Buy \$ 539.98) &	725.42	
Trailer equipment - straps, locks & reese hitch ball (185.44)		
Total Special Fund Expenses		\$24,313.81
Ending Special Fund Balance		\$872,562.47

Prepared by: <u>Tawn Seamer</u>	Date	Checked by: <u>Katei</u>	Date
	3/7/2023		3-8-23
<u>Denny</u>	3/21/23		
Chair	Date		



Pickaway SWCD Leave Report

Pay Period #4 (1/29/2023 - 2/11/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	58.90	6.20	0.00	65.10
Katerina Sharp	183.40	4.60	0.00	188.00
Nathan Taylor	95.90	3.10	0.00	99.00
Tawn Seimer	184.06	7.70	8.00	183.76

Annual Leave Total 535.86

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	86.28	4.60	0.00	90.88
Katerina Sharp	502.78	5.03	0.00	507.81
Nathan Taylor	129.42	4.64	4.00	130.06
Tawn Seimer	1,717.48	4.60	0.75	1,721.33

Sick Leave Total 2,450.08

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	7.25	0.00	0.00	7.25
Katerina Sharp - 5hr comp payout	66.30	6.25	0.00	72.55
Nathan Taylor	30.48	1.13	0.00	31.61
Tawn Seimer	13.70	0.00	1.00	12.70

Comp Time Total 124.11

Signature of Preparer:

Katerina Sharp 2-13-23
Date

Signature of Reviewing Board Member:

Mate 3/21/23
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #5 (2/12/2023 - 2/25/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	65.10	6.20	0.00	71.30
Katerina Sharp	188.00	4.60	0.00	192.60
Nathan Taylor	99.00	3.10	0.00	102.10
Tawn Seimer	183.76	7.70	72.00	119.46
Annual Leave Total				485.46

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	90.88	4.72	7.00	88.60
Katerina Sharp	507.81	4.60	0.00	512.41
Nathan Taylor	130.06	4.64	8.50	126.20
Tawn Seimer	1,721.33	4.60	0.00	1,725.93
Sick Leave Total				2453.14

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	7.25	3.00	0.00	10.25
Katerina Sharp - 5hr. comp payout	72.55	(5.00)	5.75	61.80
Nathan Taylor	31.61	1.13	0.00	32.74
Tawn Seimer	12.70	0.00	0.00	12.70
Comp Time Total				117.49

Signature of Preparer:

Katerina Sharp 2-27-23
Date

Signature of Reviewing Board Member:

Brian Reed 3-21-23
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Laeve Report

Pay Period # 6 (2/26/2023 - 3/11/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	71.30	6.20	0.00	77.50
Katerina Sharp	192.60	4.60	0.00	197.20
Nathan Taylor	102.10	3.10	8.00	97.20
Tawn Seimer	119.46	7.70	24.50	102.66
Annual Leave Total 474.66				

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	88.60	4.82	3.00	90.42
Katerina Sharp	512.41	5.09	1.00	516.50
Nathan Taylor	126.20	4.60	3.00	127.80
Tawn Seimer	1,725.93	4.60	0.00	1,730.53
Sick Leave Total 2,465.25				

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	10.25	5.63	0.00	15.88
Katerina Sharp (-5 hr. comp pay out)	61.80	7.75	0.75	68.80
Nathan Taylor	32.73	0.00	0.00	32.73
Tawn Seimer	12.70	0.00	0.00	12.70
Comp Time Total 130.11				

Signature of Perparer:

Tawn Seimer

3-13-2023

Date

Signature of Reviewing Board Member:

[Signature]

3/21/2023

Date

Only approved timesheets are included in report calculation