

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD MARCH 16, 2021**

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 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):

Clyde called the meeting to order at 9:04 am.

Matt Anderson – Yes, Clyde Ohnewehr – Yes, Barbara Martindale – No,
Bill Black – Yes, Jonathan Lohstroh - Yes.

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

Tawn Seimer –Yes, Katerina Sharp - Yes.

Minutes Recorder: Tawn

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

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

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS- none

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

Bill moved, seconded by Matt to approve minutes of the Regular Meeting held February 17, 2021.
Motion passed.

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

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

Bill moved, seconded by Matt to approve the minutes of the Special Meeting held on February 19, 2021.
Motion passed.

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

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

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

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

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

Bill moved, seconded by Matt to approve the Special Fund Financial Statement (*Attachment B*).

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Bill Black – 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 was unable to attend the meeting.

FYI - IN THE MATTER OF DISTRIBUTING THE CORRECTED “CODE OF CONDUCT POLICY”:

Tawn distributed the corrected “Code of Conduct Policy” to the Board.

IN THE MATTER OF ACCEPTANCE OF SHELLEY STEELE & WESLEY FRENCH’S RESIGNATION LETTERS AND PAYOUT INFORMATION:

Matt moved, seconded by Bill to approve Shelley Steele and Wesley French’s resignation letters and payout information. Motion passed.

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

FYI - IN THE MATTER OF THE TREE SALE DISTRIBUTION CHANGES:

The Tree Sale pick up dates will be Thursday, April 1 from 9 a.m. to 4 p.m. and Friday, April 2 from 1 p.m. to 6 p.m. The location of pickup has changed also to the Emergency Mgt. Agcy. Garage in the lower parking lot of the Service Center building.

IN THE MATTER OF APPLICATIONS RECEIVED FOR THE DISTRICT TECHNICIAN POSITION:

The Board has decided to re-advertise for applications for a beginning level District Technician I, with an hourly payment of \$16 to \$18 per hour. The application period will be from March 16 to April 2, 2021.

FYI - IN THE MATTER OF 2021 PICKAWAY COUNTY FAIR BOOTH:

Katerina asked the board on what agencies they would like for her to be teamed up with for the Pickaway County Fair Booth this year. After discussion the previous years’ tent was in a good location and sharing it with the Pickaway Parks District and RPHF Solid Waste District would be fine. The Soil Tunnel will be used inside the tent with the Augmented Reality Sand Box.

IN THE MATTER OF REVIEW AND APPROVAL OF THE CLUTTS/BESONEN OHIO TIMBER HARVEST PLAN:

Tawn had visited the site and took pictures of areas near the road. Pictures were presented on screen from a projector for the board to review.

Matt moved, seconded by Jonathan to approve the Clutts/Besonen Ohio Timber Harvest Plan. Motion passed. Forms were signed and a letter of approval will be sent to the forester Mr. Besonen. All information has been added into the Beehive module as needed.

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

IN THE MATTER OF THE AUDITOR OF STATES “FRAUD REPORTING POLICY”:

Jonathan moved, seconded by Matt to approve the Auditor of State “Fraud Reporting Policy”. Motion passed. All staff and supervisors will sign the acknowledgement signature page.

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

IN THE MATTER OF THEN & NOW FOR BILL PROCESSING:

Bill moved, seconded by Jonathan to approve the Then & Now for Perry & Associates CPA’s - \$ 4,400.00 for engagement of services for the 2018 & 2019 Audits during 1/1/2020 to 11/25/2020. Motion passed.

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

IN THE MATTER OF WESTFALL EDUCATION FOUNDATION DONATION:

No motion made.

IN THE MATTER OF ELECTION NOMINATION COMMITTEE UPDATES:

Clyde has been working with a few individuals to commit to running for supervisor and others to confirm to the Election Nomination Committee. More information would be available next month.

IN THE MATTER OF THE ANNUAL MEETING:

The decisions on the Annual Meeting will be tabled until April.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 02/13/2021 & 02/27/2021 as follows: **(Attachment C & D)**. Motion passed.

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

LAST MINUTE ITEMS:

IN THE MATTER OF APPROVAL OF THE 2021 FORM 11:

Bill moved, seconded by Matt to approve the 2021 Form 11 for submission with the 2021 Annual Plan of Work and documentation showing the transfer of funds into the District's Fund. Motion passed.

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

FYI – A request from a 6th grade Salt Creek School student for trees to distribute for Earth Day.

Katerina contacted Fairfield SWCD and found small 3 – 6” inch trees for schools. The District ordered 275 trees for the 5th & 6th grade students of Salt Creek School. They will be picked up and delivered on April 19th.

FYI - Pictures of the Ocean floor topography project & Augmented Reality Sandbox from McDowell School was displayed on screen by Katerina

FYI – State Match Report – Received funds through March

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – March 2021 Report

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS BUDGET:

Jonathan moved at **10:42 a.m.**, seconded by Matt to go into executive session to discuss the budget. Motion passed.

Roll Call: Matt Anderson – Yes, Jonathan Lohstroh – Yes,
Bill Black – Yes, Clyde Ohnewehr – Yes

The board came out of executive session at 11:05 am.

Tawn and Katerina returned to the meeting.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Jonathan to adjourn the March 16, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 11:21 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, April 20, 2021 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Clyde Ohnewehr– Chairperson Date

Barbara Martindale – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
February 1 through February 28, 2021

Attachment A

Beginning Balances			
	Money Market Checking Account		
	Unencumbered Funds	\$128,200.23	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Affiliate/Scholarship Fund (+\$3,080.00)	16,982.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered	2,364.62	
	Ag Book Grant for Pickaway Co. 1st Graders (-7,806.89)	2,393.11	
	Total MMA Checking Account		\$151,971.16
	Regular Checking Account		66,473.52
	Petty Cash		139.55
	Change Fund		100.00
	Total District Accounts		\$218,684.23
Ref			
several	Affiliate/Scholarship memberships	\$ 660.00	
several	Fish Sales	\$ 1,906.40	
several	Tree Sales	\$ 4,125.00	
several	Flag sales	\$ 90.00	
700	Regular Checking Interest	\$ 2.68	
	Total Receipts - Regular Checking Income		\$6,784.08
696	OFSWCD - Contribution Agreement NRCS	\$ 1,815.00	
701	MMA Checking Interest	\$ 5.85	
	Total Receipts - MMA Account		\$1,820.85
	Total Receipts - Petty Cash		
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$8,604.93
Ref			
Expenses			
C2227	Visa - Sam's Club Refrigerator & Microwave & Weebly acct.	\$ 535.54	
C2228	Pickaway Co. Farm Bureau - Pickaway Co. Buyers Club	\$ 1,000.00	
	Total Expenses Regular Checking		\$1,535.54
	Total Expenses MMA Checking		
	Petty Cash		
123	Postage on returned newsletters	\$ 3.30	
	Total Expenses for Petty Cash		\$3.30
	Total Expenses		\$1,538.84
Ending Balances			
	Money Market Checking Account		
	Unencumbered Funds	\$127,866.08	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Technical (Contribution Agreement - NRCS)	1,815.00	
	Affiliate/Scholarship Fund (+\$660.00 - \$1000.00)	17,322.67	
	Education Programs Encumbered	1,736.53	
	EE Camp Encumbered	2,364.62	
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11	
	Total MMA Checking Account		\$153,792.01
	Regular Checking Account		71,722.06
	Petty Cash		136.25
	Change Fund		100.00
	Total District Accounts		\$225,750.32

Prepared by: Tawn Deimer 3/3/2021 Checked by: Katerina Sharp 3-4-2021
Date Date
Cliff Ohnewick 3-16-21
Board Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 February 1 through February 28, 2021

Attachment B

Beginning Special Fund Balance		\$661,631.22
REVENUE		
State Match - Pay-In: None this month	0.00	
Soil & Water County Match- received all in January	0.00	
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (2 pay periods 3 & 4)	\$14,232.00	
PERS	1,943.20	
MEDICARE	196.86	
INSURANCE	3,629.44	
SUPPLIES		
Office Mart - paper, pens, lg envelopes, labels, binders, wipes	214.75	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	128.62	
EQUIPMENT		
DLT - AutoCAD annual subscription - 2 seats	2279.50	
JS Custom Graphics & Computers - 4 renewal for anti-virus McAfee	258.80	
Total Special Fund Expenses		\$22,883.17
Ending Special Fund Balance		\$638,748.05

Prepared by: Tawn Seimes 3/3/2021 Date
 Checked by: Katerina Sharp 3-4-2021 Date
Clyde Okunich 3-16-21
 Chair Date



Pickaway SWCD Leave Report

Pay Period #4 01/31/2021 to 02/13/2021

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	138.70	3.10	0.00	141.80
Shelley Steele	34.40	3.10	16.00	21.50
Tawn Seimer	214.66	7.70	4.50	217.86
Wesley French	90.25	3.10	0.00	93.35
Annual Leave Total				474.51

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	323.22	4.60	0.00	327.82
Shelley Steele	99.76	4.60	0.00	104.36
Tawn Seimer	1,617.50	4.60	0.00	1,622.10
Wesley French	154.80	4.60	0.00	159.40
Sick Leave Total				2,213.68

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	21.02	0.00	2.25	18.77
Shelley Steele	0.75	0.00	0.50	0.25
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	2.25	0.00	1.00	1.25
Comp Time Total				21.09

Signature of Preparer:

Tawn Seimer 2/16/2021
Date

Signature of Reviewing Board Member:

[Signature] 3/16/21
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #5 02/14/2021 to 02/27/2021

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	141.80	3.10	0.00	144.90
Shelley Steele	21.50	0.73	0.00	22.23
Tawn Seimer	217.86	7.70	0.00	225.56
Wesley French	93.35	0.73	0.00	94.08
Annual Leave Total				486.77

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	327.82	4.87	0.00	332.69
Shelley Steele	104.36	1.09	6.00	99.45
Tawn Seimer	1,622.10	4.63	0.00	1,626.73
Wesley French	159.40	1.09	5.50	154.99
Sick Leave Total				2,213.86

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	18.77	7.13	0.00	25.90
Shelley Steele	0.25	0.00	0.00	0.25
Tawn Seimer	0.82	0.75	0.00	1.57
Wesley French	1.25	0.00	0.00	1.25
Comp Time Total				28.97

Signature of Preparer: _____

Tawn Seimer

3/8/2021

Date

Signature of Reviewing Board Member: _____

3/16/21

Date

Only approved timesheets are included in report calculation