

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD MAY 16, 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 8:05 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 – 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): No

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR BOARD MEETING:

Bill moved, seconded by Matt to approve minutes for the Regular Board Meeting held April 18, 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 Brian to approve the April 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 April 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.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave an NRCS update. He did not attend the April Board meeting because there was a QAR being conducted in the Franklin NRCS office at that time. Eli Ortiz-Barbosa has been given the Delaware County DC position. Eli's last day for the Pickaway/Franklin office will be May 19, 2023. NRCS has not advertised for the Soil Conservationist position to fill Eli's spot at this time, not sure when the position will be posted. Justin would like to recruit a person from Kentucky who interned at Pickaway several years ago when the position is posted. EQIP contracts have been pre-approved and payments for some completed practices have been done. Waterway re-enrolls need to be evaluated before the crops get too big. Justin will work with Brad on setting a schedule to do this.

IN THE MATTER OF HIRING 2 INTERNS:

Matt moved, seconded by Brian to approve the hiring of Emma Brown and Quincy Lowery as interns for the summer. Their rate of pay will be \$14.00 per hour, they can work up to 40 hours per week and the first day of employment will be Monday, June 5th. 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 HIRING A DISTRICT TECHNICIAN:

Matt moved, seconded by Brian to hire Adriaenna Karr at \$20 per hour for the District Technician position. Her position will begin on May 30, 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 THE SWCD NOMINATING COMMITTEE:

The Board was given a potential supervisors list. Matt is the Chairman of the Nominating Committee; he will contact people on the list and report back at the June 13, 2023 board meeting. The Election Committee form needs to be given to the Pickaway SWCD office by June 27, 2023.

IN THE MATTER OF PETTY CASH REPLENISHMENT:

Bill moved, seconded by Matt to approve the Petty Cash replenishment of \$132.55. 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 2024 PRELIMINARY BUDGET:

Bill moved, seconded by Brian to approve the 2024 preliminary budget. The budget report will be sent to April at the County Commissioners by June 9th (**Attachment C**). 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 Bill to approve the Employee Leave Reports as of pay period end dates 4/22/2023 & 5/06/2023 as follows: (**Attachment D & E**). Motion passed.

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

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

Attachment A

Beginning Balances			
	Money Market Checking Account		
	Unencumbered Funds	\$64,950.83	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund (+ 960.00 memberships -552.40 5th grade trees)	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+50 registrations)	2,836.78	
	Total MMA Checking Account		\$84,058.78
	Regular Checking Account		87,231.82
	Petty Cash		93.65
	Change Fund		100.00
	Total District Accounts		\$171,484.25
Ref			
3435	Affiliate memberships	\$ 250.00	
several	EE Camp registrations	\$ 200.00	
several	Jr. EE Camp registrations	\$ 50.00	
several	Tree Sale	\$ 50.00	
several	Flag sales	\$ 48.00	
several	Rain Barrels & kits	\$ 490.00	
several	Rain Barrels	\$ 50.00	
several	Reimbursement for District 8 Science Fair-Fairfield/Perry/Licking	\$ 168.75	
3440	Jan Shannon - Rain Barrel Workshop	\$ 45.00	
***	Sales Tax Received for the Month	\$ 40.92	
3371	Regular Checking Interest	\$ 63.07	
	Total Receipts - Regular Checking Income		\$1,455.74
3372	MMA Checking Interest	\$ 64.51	
	Total Receipts - MMA Account		\$64.51
C2328	Petty Cash Replenishment	\$ 132.55	
	Total Receipts - Petty Cash		\$132.55
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$1,652.80
Ref	Expenses		
C2323	Fender's Fish Hatchery	\$ 7,090.20	
C2324	Ink My Logo - Staff shirts & jackets	\$ 420.98	
C2325	Visa - Rain Barrel Kits	\$ 496.10	
C2326	Athens SWCD - Tree Sale	\$ 8,110.00	
C2327	Patriot Trophies & Awards (A5 Envirothon & Poster Contest)	\$ 113.80	
C2328	Petty Cash Replenishment	\$ 132.55	
	Total Expenses Regular Checking		\$16,363.63
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
162	Menards - paint for EE Camp	\$ 20.04	
163	Rural King - Bolt for mounting survey equipment to gator	\$ 0.79	
164	Kroger - 5th Grade trees	\$ 11.74	
165	Kroger - 5th Grade trees - ice cream for FFA	\$ 19.17	
166	Kroger - 5th Grade trees - ice cream for FFA	\$ 24.46	
	Total Expenses for Petty Cash		\$76.20
	Total Expenses		\$16,439.83
	Ending Balances		
	Money Market Checking Account		
	Unencumbered Funds	\$65,015.34	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund (+ 960.00 memberships -552.40 5th grade trees)	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+50 registrations)	2,836.78	
	Total MMA Checking Account		\$84,123.29
	Regular Checking Account		72,323.93
	Petty Cash		150.00
	Change Fund		100.00
	Total District Accounts		\$156,697.22

Prepared by: Tawn Seimer 5/9/2023 Date Checked by: Kurt 5-12-23 Date
Debbie Man 5/16/23 Date
 Board Chair

**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
April 1 through April 30, 2023**

Attachment B

Beginning Special Fund Balance		\$847,595.80
REVENUE		
State Match - Apr - June 2023	\$ 43,487.00	
Total Special Fund Revenue		\$43,487.00
EXPENSES		
SALARIES (2 pay periods 5 & 6)	\$18,159.56	
PERS	2,319.11	
MEDICARE	255.62	
MEDICAL INSURANCE & DENTAL	2,723.18	
SUPPLIES		
Office Mart - mouse pads, wrist pads, message pads, report covers	109.17	
CONTRACT - SERVICES		
Xerox Copier Lease	277.13	
Verizon Wireless	98.55	
Frontier - Phone, DSL	193.03	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	55.28	
Katerina Sharp - reimbursement for mileage for office & Federation M	58.30	
EQUIPMENT		
Perfection One - 2012 Van oil change and tire rotation	72.77	
Herrnstein Chrysler Inc - Van repair sensor & gasket with labor	1,760.94	
Key Blue Prints - plotter repair update	150.00	
Total Special Fund Expenses		\$26,276.98
Ending Special Fund Balance		\$864,805.82

Prepared by: Tawn Seimon 5/9/2023 Date Checked by: Katie 5-12-23 Date
Dee Chair 5/16/23 Date



Pickaway SWCD Leave Report

Pay Period # 9 (4/9/2023 - 4/22/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	73.90	6.20	0.00	80.10
Katerina Sharp	198.40	4.60	8.00	195.00
Tawn Seimer	118.06	7.70	0.00	125.76
Annual Leave Total				400.86

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	98.36	4.72	0.00	103.08
Katerina Sharp	526.20	5.10	0.00	531.30
Tawn Seimer	1,740.06	4.60	5.00	1,739.66
Sick Leave Total				2,374.04

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	35.38	3.00	0.00	38.38
Katerina Sharp (-5 hr. comp pay out)	65.42	8.13	0.00	73.55
Tawn Seimer	21.32	0.00	0.00	21.32
Comp Time Total				133.25

Signature of Preparer: Tawn Seimer 4/24/2023
Date

Signature of Reviewing Board Member: [Signature] 5/16/23
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #10 (4/23/2023 - 5/6/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Brad Hughes	80.10	6.20	0.00	86.30
Katerina Sharp	195.00	4.60	0.00	199.60
Tawn Seimer	125.76	7.70	0.00	133.46
Annual Leave Total				419.36

Sick Leave

Employee	Begin	Earned	Used	End
Brad Hughes	103.08	4.76	0.00	107.84
Katerina Sharp	531.31	6.73	0.00	538.04
Tawn Seimer	1,739.66	4.67	32.00	1,712.33
Sick Leave Total				2,358.21

Comp Time

Employee	Begin	Earned	Used	End
Brad Hughes	38.38	4.13	0.00	42.51
Katerina Sharp (-5 hr. comp pay out)	73.55	50.50	0.00	124.05
Tawn Seimer	21.32	1.88	0.00	23.20
Comp Time Total				189.76

Signature of Preparer: Tawn Seimer 5/8/2023
Date

Signature of Reviewing Board

Brian R. [Signature] 5-16-23
Date

Only approved timesheets are included in report calculation

2024 General Fund Budget - Expenditures
Expenditure Classification

2023 Total Amended Appropriations

2024 Estimated Budget

Code	Agricultural Grants	2023 Total Amended Appropriations	2024 Estimated Budget
6102			
101.6102.5499	SOIL AND WATER AG. GRANT	\$ 190,000.00	\$ 210,000.00

2024 Non General Fund Tax Budget - Expenditures

2023 Estimated Expenditures

2024 Budget Request

Code	Expenditure Classification	2023 Estimated Expenditures	2024 Budget Request
601	Soil&Water Conservation		
601.6053.5102	Employees Salaries	\$ 240,000.00	\$ 280,000.00
601.6053.5201	PERS	\$ 35,600.00	\$ 39,200.00
601.6053.5202	Medicare	\$ 4,200.00	\$ 4,400.00
601.6053.5203	Insurance	\$ 78,000.00	\$ 78,000.00
601.6053.5205	Workers Comp	\$ 3,200.00	\$ 3,500.00
601.6053.5301	Supplies	\$ 4,500.00	\$ 4,500.00
601.6053.5401	Contract - Services	\$ 8,000.00	\$ 8,000.00
601.6053.5403	Travel & Expenses	\$ 3,000.00	\$ 3,000.00
601.6053.5404	Advertising & Printing	\$ 5,000.00	\$ 5,500.00
601.6053.5429	Rentals	\$ 5,000.00	\$ 5,000.00
601.6053.5461	Service & Fees	\$ 5,300.00	\$ 5,300.00
601.6053.5462	Scholarship-Education	\$ 3,000.00	\$ 3,000.00
601.6053.5501	Equipment	\$ 12,200.00	\$ 5,000.00
601.6053.5901	Other Expenses	\$ -	\$ -
FUND TOTAL		\$ 407,000.00	\$ 444,400.00

Personal Services	\$ 0.00	\$ 40,361,000.00	\$ 405,100.00
Other Expenses	\$ 0.00	\$ 39,46,000.00	\$ 39,300.00

2024 Non General Fund Tax Budget - Revenue

2023 Estimated Receipts

2024 Estimated Receipts

Account	Description	2023 Estimated Receipts	2024 Estimated Receipts
601.0000.4222	Soil & Water Ditch Maintenance	\$ -	\$ -
601.0000.4512	Soil & Water State Match	\$ 173,957.00	\$ 152,000.00
601.0000.4513	Soil & Water County Match	\$ 190,000.00	\$ 210,000.00
601.0000.4926	Other Receipts & Roll Over	\$ 43,043.00	\$ 82,400.00
	Total	\$ 407,000.00	\$ 444,400.00

figure 80%