

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD OCTOBER 17, 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 8:02 am.

Matt Anderson – Absent, 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, Brad Hughes – Yes, Adriahna Karr – Yes

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC – Yes, Megan Sweeney – Yes, Matt Mauzy – No, Melanie Cowell - Yes

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

VISITORS OR GUESTS PRESENT: None

Jonathan arrived at 8:05 a.m.

PUBLIC/AGENCY/STAFF COMMENTS: Brad informed the board of Adriahna’s progress to be able to layout and check waterway construction. She has been introduced to AutoCAD too.

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

Bill moved, seconded by Brian to approve minutes for the Regular Board Meeting held September 26, 2023. Motion passed.

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

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

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

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

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

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

Vote on Motion (Y, N or A): 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 with staff updates. Brad mentioned working with Chris Mullins, Pickaway County Engineer on 2 ditch petition projects.

IN THE MATTER OF REVIEW OF AG DAY EVENT:

Katerina distributed the final report at the board meeting on the 2023 Ag Day event. 824 fourth grade students and 180 FFA students were in attendance. \$11,400 was raised for the event and \$11,246 used. Katerina was very pleased on how the two-day event turned out. She sent out surveys to the teachers and received lots of positive comments regarding the two-day event over the one-day from previous years.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave NRCS updates. USDA/NRCS dodged the government shutdown. He has been out of the office for two weeks. Justin has CSP payment requests to be paid by the end of the year and some contracts need renewed. He is expecting information on an EQIP sign announced end of November. Megan has been training on USDA software programs for permissions. Melanie is performing site reviews for re-enrolls for Ross County. She is planning a Species Highlight event in 2024 sometime between April and July, showing a site with bobwhite quails.

IN THE MATTER OF REVIEW OF THE DISTRICT 7 SOIL JUDGING EVENT:

Katerina gave an update on the CDE District 7 Soil Judging event. The event took place on October 3, 2023. There were 19 schools that attended with 33 teams of 151 students. The event was held on Richards Farms on River Rd. Bill and Ross Black dug the holes for the event. Brad worked with Brian Cooley, NRCS Soil Scientist, on judging the pits. Brian trained Brad on the pit judging because he was unsure if he could cover the event due to a possible government shut down. Brian told the staff that they did an excellent job on the event. Katerina contacted an Environmental Class at Logan Elm High School to offer a soil judging training on Wednesday after the event. Logan Elm brought 2 classes of students to train.

Katerina and Brad would like to put together a county soil judging event annually for FFA Chapters, Science and Environmental classes in Pickaway County. They would like to offer this event in late August and hopefully where a contractor is constructing a waterway. This would make equipment available to dig the holes and show the students how conservation is put on the ground.

IN THE MATTER OF CLOSING THE PICKAWAY SWCD OFFICE AT NOON WEDNESDAY – FRIDAY OF 2023 PUMPKIN SHOW:

The Board agreed to allow the Pickaway SWCD office to close at noon Wednesday-Friday during the 2023 Pumpkin Show. The other county agencies in the Pickaway County Service Center will be closing at noon.

FYI – New Medical/Dental/Vision insurance rates for 2024 were given to the board.

IN THE MATTER OF 2024 BUDGET APPROVAL FOR THE COUNTY COMMISSIONERS:

Bill moved, seconded by Brian to approve Option 1 Budget report, which would include hiring an administrative assistant, and asking for \$210,000.00 from the County Commissioners (**Attachment C**). Motion passed.

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

IN THE MATTER OF 2024 NACD MEMBERSHIP DUES:

Jonathan moved, seconded by Brian to pay the bronze level of \$200.00 for the 2024 NACD Membership dues. Motion passed.

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

IN THE MATTER OF A LEAVE REQUEST FOR TAWN TO TAKE VACATION:

Bill moved, seconded by Brian to approve the leave request for Tawn to take vacation Monday through Wednesday, November 20 – 22, 2023. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 9/23/2023 & 10/07/2023 (**Attachment D & E**). Motion passed.

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

Last Minute Items

IN THE MATTER OF THE APRIL 2015 EMPLOYMENT POLICY AMENDMENT- VACATION LEAVE:

Jonathan moved, seconded by Brian to approve the amendment for the April 2015 Employment Policy to read:

A. VACTION LEAVE

Date of Hire 80 hours vacation (3.1 hours per pay period)

(3.1 hours earned per pay period. Accumulated vacation hours can't be used until after successful completion of the employee's probationary period (120 days). Vacation hours earned during the first 12 months of employment are not eligible for paid compensation if employment is terminated for any reason during the first 12 months of employment.)

Motion passed.

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

FYI – The District's internet modem with Frontier may need to be removed from the server cabinet in the Farm Service Agency office. Contacts have been made with the County IT, Robert Adkins, to find another location for the internet modem.

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

Attachment A

		<u>Beginning Balances</u>		
	Money Market Checking Account			
	Unencumbered Funds		\$62,361.02	
	Engineering Deposit Encumbered		-	
	Engineering Fee Encumbered		-	
	Technical (Contribution Agreement/NRCS & Fees collected)		9,605.99	
	Affiliate/Scholarship Fund (-\$4,245.75 for 850 Farm to Table books)		6,764.82	
	Ag Day Program (+4000 Grant PCCF Ag Day t-shirts & \$5,000 pmt)		-	
	Education Programs (Girl Scout pgm & school supplies - 109.22)		1,074.21	
	EE Camps (supplies - \$132.70 exp.)		3,930.37	
	Total MMA Checking Account			\$83,736.41
	Regular Checking Account			69,272.76
	Petty Cash			117.81
	Change Fund			100.00
	Total District Accounts			\$153,226.98
Ref				
3551	John Kern - rental (\$124.00) cleaning (\$100) Anderson (\$187.50)	\$	411.50	
3554	Michael Eggleton - Drill rental	\$	159.00	
3555	Pickaway Co Farm Bureau - 50% reimbursement for Amtg expenses	\$	498.91	
***	Sales Tax Received for the Month	\$	11.53	
3537	Regular Checking Interest	\$	58.00	
	Total Receipts - Regular Checking Income			\$1,138.94
3538	MMA Checking Interest	\$	68.85	
	Total Receipts - MMA Account			\$68.85
C2350	Petty Cash replenishment	\$	144.65	
	Total Receipts - Petty Cash			\$144.65
	Total Receipts - Regular & MMA & Petty Cash Accounts			\$1,352.44
Ref				
	Expenses			
C2351	Up In Smoke - Kingston - Food truck for 71 @ \$10 - Annual Mtg.	\$	710.00	
C2352	Oh Crepe - Food truck for 12 @ \$10 - Annual Mtg.	\$	120.00	
C2350	Petty Cash Replenishment	\$	144.65	
	Total Expenses Regular Checking			\$974.65
	Total Expenses MMA Checking			\$0.00
	Petty Cash			
172	Dollar Tree - table covers annual meeting	\$	31.25	
173	Kroger - ice and flower arrangement	\$	62.05	
174	Kroger - ice	\$	19.16	
	Total Expenses for Petty Cash			\$112.46
	Total Expenses			\$1,087.11
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds		\$62,429.87	
	Engineering Deposit Encumbered		-	
	Engineering Fee Encumbered		-	
	Technical (Contribution Agreement/NRCS & Fees collected)		9,605.99	
	Affiliate/Scholarship Fund (-\$4,245.75 for 850 Farm to Table books)		6,764.82	
	Ag Day Program (+4000 Grant PCCF Ag Day t-shirts & \$5,000 pmt)		-	
	Education Programs (Girl Scout pgm & school supplies - 109.22)		1,074.21	
	EE Camps (supplies - \$132.70 exp.)		3,930.37	
	Total MMA Checking Account			\$83,805.26
	Regular Checking Account			69,437.05
	Petty Cash			150.00
	Change Fund			100.00
	Total District Accounts			\$153,492.31

Prepared by: Tawn Seimer 10/3/2023 Date Checked by: Adriana 10/16/23 Date
Denny Mann Board Chair 10/17/23 Date

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

Attachment B

Beginning Special Fund Balance		\$803,161.15
REVENUE		
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (2 pay periods 18 & 19)	\$17,623.00	
PERS	2,442.58	
MEDICARE	247.86	
MEDICAL INSURANCE & DENTAL	2,675.78	
SUPPLIES		
Office Mart - planners, calendars, yellow & green paper	91.64	
Key Blue Prints - ink cartridges for new plotter & paper	645.16	
Office Mart - new address stamper	34.05	
CONTRACT - SERVICES		
Xerox Copier Lease	230.99	
Verizon Wireless	124.30	
Frontier - Phone, DSL	195.57	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	119.00	
Brad Hughes - mileage for 2 days training in Delaware Co.	146.50	
SERVICES & FEES		
Key Blue Prints - delivery and set up of new plotter	205.00	
EDUCATION/SCHOLARSHIPS		
Capital One - Walmart - education supplies	33.33	
Visa - annual renewal of Adobe Acrobat Pro	257.27	
EQUIPMENT		
Key Blue Prints - HP T830 MFP 36" Plotter	5,950.00	
Total Special Fund Expenses		\$31,066.37
Ending Special Fund Balance		\$772,094.78

Prepared by: Tawn Seimer 10/3/2023 Date
 Checked by: Adrienne 10/15/23 Date
Denny Mann 10/17/23 Date
 Chair Date

Option 1 - New Employee

Attachment C

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

Expenditure Classification

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	New Employee ?
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	\$ 361,000.00	\$ 405,100.00
Other Expenses	\$ 46,000.00	\$ 39,300.00

2024 Non General Fund Tax Budget - Revenue

Account

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	\$ 180,417.00	received 95% for 23/24
601.0000.4513	Soil & Water County Match	\$ 190,000.00	\$ 210,000.00	
601.0000.4926	Other Receipts & Roll Over	\$ 43,043.00	\$ 53,983.00	
	Total	\$ 407,000.00	\$ 444,400.00	



Pickaway SWCD Leave Report

Pay Period #20 (9/10/2023 - 9/23/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	22.63	4.60	0.00	27.23
Brad Hughes	91.35	6.20	0.00	97.55
Katerina Sharp	170.75	4.60	8.00	167.35
Tawn Seimer	201.01	7.70	0.00	208.71
Annual Leave Total				500.84

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	128.82	4.92	0.00	133.74
Brad Hughes	119.62	5.64	5.75	119.51
Katerina Sharp	580.40	5.45	2.50	583.35
Tawn Seimer	1,734.51	4.97	0.00	1,739.48
Sick Leave Total				2,576.08

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	3.00	8.25	0.00	11.25
Brad Hughes	11.00	27.00	0.00	38.00
Katerina Sharp - 10hr comp payout	79.55	12.13	0.00	91.68
Tawn Seimer	14.07	9.75	0.00	23.82
Comp Time Total				164.75

Signature of Preparer: Tawn Seimer 9/25/2023
Date

Signature of Reviewing Board Member: Brian Lee 10-17-2023
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period # 21 (9/24/2023 - 10/7/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	27.23	4.60	0.00	31.83
Brad Hughes	97.55	6.20	0.00	103.75
Katerina Sharp	167.35	4.60	0.00	171.95
Tawn Seimer	208.71	7.70	0.00	216.41
Annual Leave Total				523.94

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	133.74	5.02	0.00	138.76
Brad Hughes	119.50	5.45	0.00	124.95
Katerina Sharp	583.34	6.05	0.00	589.39
Tawn Seimer	1,739.48	4.60	1.50	1,742.58
Sick Leave Total				2,595.68

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	11.25	10.88	8.00	14.13
Brad Hughes	38.00	22.13	0.00	60.13
Katerina Sharp(-10 hr comp pay out)	91.67	*27.88	0.00	119.55
Tawn Seimer	23.82	0.00	6.00	17.82
Comp Time Total				211.63

Signature of Preparer: Tawn Seimer 10/10/2023
Date

Signature of Reviewing Board [Signature] 10/17/2023
Date

Only approved timesheets are included in report calculation