

**2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD JANUARY 16, 2024**

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**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 2<sup>ND</sup> FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):**

**Matt called the meeting to order at 8:13 am.**

Matt Anderson – Yes, Bill Black– Yes, Brian Reid –Yes,  
Dewey Mann – Absent, 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 – No.

**Minutes Recorder:** Tawn

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

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

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

**VISITORS OR GUESTS PRESENT:** None

Bill Black and Jonathan Lohstroh were re- elected to the board of supervisors on September 16, 2023, at the 79th Annual Meeting. Bill was sworn in on December 6, 2023, at the Area 5 Winter Meeting by Judge, P. Randall Knece. Jonathan was sworn in before the December 12, 2023, Regular Board Meeting, at 110 Island Road, Circleville, Ohio 43113, 2<sup>nd</sup> floor conference room of the Pickaway County Service Center by Dewey Mann, Board of Supervisor, Chair. Their terms begin on January 1, 2024 and end on December 31, 2026.  
***(Copies of Supervisor Oath of Office – Attachment A & B)***

Reorganization of the Board took place and the results are: Dewey Mann - Chair, Matt Anderson - Vice Chair, Bill Black – Treasurer, Brian Reid – Secretary, and Jonathan Lohstroh – Member, with the 2024 Committee Chair and Staff list ***(Attachment C)***.

**Meeting resumed with Matt as Vice- Chairperson**

***PUBLIC/AGENCY COMMENTS- None.***

**IN THE MATTER OF CERTIFICATION OF FISCAL AGENT FOR AUDITOR & THE SAVINGS BANK:**

Jonathan moved, seconded by Brian to approve Bill to be the Fiscal Agent. A letter will be sent to the Pickaway Co. Auditor and The Savings Bank. Motion passed.

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

Bill Black will perform as Fiscal Agent. Letter of 2024 - Certification of Fiscal Agent will be given to Auditor’s Office to include authorizing signatures from Tawn Seimer, Katerina Sharp and Bill for purchase orders, vouchers and payroll reports. A letter will be sent to the Savings Bank for allowable signatures on checking accounts of Bill Black, Brian Reid and Tawn Seimer.

**IN THE MATTER TO APPROVE TAWN SEIMER TO PERFORM TRANSFERS & REAPPROPRIATIONS:**

Jonathan moved, seconded by Bill to approve Tawn Seimer to perform transfers and reappropriations with in the 2024 Budget. Tawn is to report to the board on these transactions at the next available board meeting. Motion passed.

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

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

Bill moved, seconded by Jonathan to approve minutes for the Regular Meeting held December 12, 2023. Motion passed.

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

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

Jonathan moved, seconded by Brian to approve the December 2023 District Fund Financial Statement (**Attachment D**). Motion passed.

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

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

Jonathan moved, seconded by Brian to approve the December 2023 Special Fund Financial Statement (**Attachment E**). Motion passed.

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

**IN THE MATTER OF APPROVING THE 2023 FINANCIAL REPORT FOR THE DISTRICT FUND AND SPECIAL FUND:**

Bill moved, seconded by Jonathan to approve the 2023 Financial Report for the District Fund and Special Fund (**Attachment F**). Motion passed.

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

**IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:**

The board reviewed the District staff activity reports.

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

Justin gave a NRCS update. CRP opened 1/12/2024. FSA may batch the CRP applications together. The District is looking into purchasing a CCE Computer for District Technician, Brad Hughes. A review of the MOU/CWA needs to be approved and sent to Nathan Rice before a computer can be purchased. Review of the MOU/CWA which includes the agencies Pickaway SWCD, USDA/NRCS, and ODA- Division of Soil and Water Conservation was done with the Board. The review of the Civil Rights and 1619 was performed too. Currently working on ranking EQIP applications. Julie from the NRCS Area Office will be helping with some contract maintenance today.

**IN THE MATTER OF APPROVAL OF THE MOU/CWA:**

Jonathan moved, seconded by Bill to approve the MOU/CWA with USDA/NRCS and ODA-Division of Soil and Water Conservation. Motion passed.

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

**FYI – The 2023 Fuel & Maintenance Vehicle Expense report was given to the Board for review.**

**IN THE MATTER OF APPROVING THE 2023 CASH BASIS REPORT:**

Tawn emailed the 2023 Cash Basis financial and notes report to board for review January 11, 2024.

Bill moved, seconded by Jonathan to approve the 2023 Cash Basis financial and notes report. Motion passed. Tawn will upload the 2023 Cash Basis report before the February 20<sup>th</sup> board meeting.

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

**IN THE MATTER OF THEN & NOWS FOR APPROVAL FOR PAYMENT:**

Bill moved, seconded by Jonathan to approve the Then & Now's for payments of bills for Frontier - \$197.31, Verizon Wireless - \$124.49, U.S. Bank Equipment Finance (Copier rent) \$244.04, Visa (fuel card) - \$52.00 and APG Media of Ohio – \$55.81. Motion passed.

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

**IN THE MATTER OF BOARD OF SUPERVISORS RECEIVING THE ETHICS & SUNSHINE LAWS POLICIES:**

The Board was emailed copies of the Ethics & Sunshine Laws policies on January 11, 2024 for review.

**IN THE MATTER OF THE DISTRICT PURCHASING A CCE OR SHEEHY SYSTEMS ENGINEERING COMPUTER:**

Jonathan moved, seconded by Brian to approve the District to purchase a CCE Computer from NRCS for up to \$6000.00, to be paid through the District Fund. Motion passed.

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

**IN THE MATTER OF 2024 4-H SPONSORSHIP OF FORESTRY CAMP & 6 NATURAL RESOURCES PROJECTS:**

Jonathan moved, seconded by Brian to approve the sponsorship of the 2024 4-H Forestry Camp (\$300.00) and 6 Natural Resources projects (\$120.00) for a total of \$420.00. Motion passed.

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

**IN THE MATTER OF THE DISTRICT PAYING FOR TEAM REGISTRATIONS FOR THE AREA 5 ENVIROTHON:**

Bill moved, seconded by Brian for the District to pay for the 2024 Area 5 Envirothon Pickaway County registrations of \$30 per team. Motion passed.

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

**IN THE MATTER OF PURCHASING 5<sup>TH</sup> GRADE TREE SEEDLINGS FOR PICKAWAY COUNTY STUDENTS:**

Jonathan moved, seconded by Bill to approve for the District to purchase tree seedlings for approximately 850 Pickaway County 5<sup>th</sup> grade students. Motion passed.

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

**FYI – IN THE MATTER OF THE JOINT ANNUAL MEETING WITH FARM BUREAU:**

Katerina gave the board an update from a Farm Bureau meeting on ideas for this year’s joint Annual Meeting. A week day evening meeting with possiblility of using food trucks for the meal is being planned. The complimentary \$10.00 meal ticket used for participants, like last year’s meeting, is being planned too. A location has not been confirmed at this time.

**IN THE MATTER OF THE EMPLOYEE CARRY OVER ANNUAL LEAVE FOR TAWN:**

Bill moved, seconded by Brian to approve Carry Over Annual Leave for Tawn in the amount of 179.31 hours of accumulated unused vacation to the next service year. Tawn’s work anniversary is January 18<sup>th</sup>. Motion passed.

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

**IN THE MATTER FOR LEAVE REQUEST FOR TAWN:**

Bill moved, seconded by Brian for Tawn to take vacation leave February 12 through February 26, 2024 for 80 vacation hours. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes  
Jonathan Lohstroh – Yes Matt Anderson - 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 12/16/2023 & 12/30/2023 as follows: **(Attachment G & H)**. Motion passed.

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

**FYI – 2023 Employee Contingency Report**

**FYI – State Match Report – Received funds 1/8/2024**

**FYI – Calendar of Events**

**FYI – ODA Updates for Area 5 SWCD Board Meetings – January 2024 Report**

**FYI – 2024 SWCD Reminders and Resources**

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

It was moved by Bill, seconded by Brian to adjourn the January 16, 2024 Pickaway Soil & Water Conservation District meeting of the Board at 9:38 am. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, February 20, 2024 at 8:00 – 10:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

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Dewey Mann – Chairperson	Date	_____	Date
		Brian Reid – Secretary	

\_\_\_\_\_

Minutes Recorder	Date
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EL-7

COPY

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Bill Black, do solemnly swear (or affirm)

that I will, to the best of my ability, faithfully discharge the duties of Supervisor of the Pickaway Soil and Water Conservation District to which I have been elected (or appointed), and preserve, protect, and defend the Constitution of Ohio and of the United States of America, so help me God."

Signed: [Signature]  
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 6th day of December, 2023

Signed: [Signature] Title: JUDGE  
Signature of Authorized Public Official or Notary (per the ORC 3.24) Elected Office held

*Notary Acknowledgment below only required if Oath is conducted by Public Notary*

\_\_\_\_\_  
Notary Public of Ohio (Printed Name)

\_\_\_\_\_  
Commission Expiration

SEAL

COPY

EL-7

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Jonathan Lohstroh, do solemnly swear (or affirm)

that I will, to the best of my ability, faithfully discharge the duties of Supervisor of the Pickaway Soil and Water Conservation District to which I have been elected (or appointed), and preserve, protect, and defend the Constitution of Ohio and of the United States of America, so help me God."

Signed: [Signature]  
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 12<sup>th</sup> day of December, 2023

Signed: [Signature] Title: Board Chair  
Signature of Authorized Public Official or Notary Elected Office held  
(per the ORC 3.24)

*Notary Acknowledgment below only required if Oath is conducted by Public Notary*

\_\_\_\_\_  
Notary Public of Ohio (Printed Name)

\_\_\_\_\_  
Commission Expiration

SEAL

## 2024 Reorganization &amp; Committee Members

<b>Board Position</b>	<b>Supervisor</b>
<i>Chair</i>	<i>Dewey Mann</i>
<i>Vice Chair</i>	<i>Matt Anderson</i>
<i>Secretary</i>	<i>Brian Reid</i>
<i>Treasurer/Fiscal Agent</i>	<i>Bill Black</i>
<i>Member</i>	<i>Jonathan Lohstroh</i>

## Committees

<b>District Administration-Budget, Audit &amp; Records Retention</b>	<b>Chair</b>	<b>Jonathan</b>
	<b>Staff</b>	<b>Tawn</b>

<b>Public Records Manager</b>	<b>Staff Certified</b>	<b>Tawn</b> <b>12/15/2021</b>
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<b>Technical Program</b>	<b>Chair</b>	<b>Matt</b>
	<b>Staff</b>	<b>Brad</b>

<b>79<sup>th</sup> Annual Meeting</b>	<b>All Staff &amp; Board</b>	<b>Katerina – contact with FB</b>
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<b>Election Nominations</b>	<b>Chair</b> Need 2 other people	<b>Dewey</b>
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<b>Education Program</b>	<b>Chair</b>	<b>Brian</b>
	<b>Staff</b>	<b>Katerina</b>

<b>Equipment Program</b>	<b>Chair</b>	<b>Jonathan</b>
	<b>Staff</b>	<b>Adriahna</b>



PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 DISTRICT FUND FINANCIAL STATEMENT  
 December 1 through December 31, 2023

		<u>Beginning Balances</u>			
	Money Market Checking Account				
	Unencumbered Funds	\$60,829.05			
	Engineering Deposit Encumbered	-			
	Engineering Fee Encumbered	-			
	Technical (Contribution Agreement/NRCS & Fees collected)	9,605.99			
	Affiliate/Scholarship Fund (+ \$ 1,741.00 Pumpkin Show parking for scholarships)	8,505.82			
	Ag Day Program	-			
	Education Programs	1,074.21			
	EE Camps	3,930.37			
	Total MMA Checking Account			\$83,945.44	
	Regular Checking Account			72,363.22	
	Petty Cash			140.50	
	Change Fund			100.00	
	Total District Accounts				\$156,549.16
<b>Ref</b>					
3571	Regular Checking Interest	\$ 61.73			
	<b>Total Receipts - Regular Checking Income</b>			\$61.73	
3570	OFSWCD - NRCS Contribution Agreement payment - 16 CRP	\$ 16,452.75			
3562	MMA Checking Interest	\$ 83.95			
	<b>Total Receipts - MMA Account</b>			\$16,536.70	
		\$ -			
	<b>Total Receipts - Petty Cash</b>			\$0.00	
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>				\$16,598.43
<b>Ref</b>	<b>Expenses</b>				
		\$ -			
	<b>Total Expenses Regular Checking</b>			\$0.00	
	<b>Total Expenses MMA Checking</b>			\$0.00	
	<b>Petty Cash</b>				
		\$ -			
	<b>Total Expenses for Petty Cash</b>			\$0.00	
	<b>Total Expenses</b>				\$0.00
	<b>Ending Balances</b>				
	Money Market Checking Account				
	Unencumbered Funds	\$60,913.00			
	Engineering Deposit Encumbered	-			
	Engineering Fee Encumbered	-			
	Technical (Contribution Agreement/NRCS & Fees collected) (+16,452.75)	26,058.74			
	Affiliate/Scholarship Fund	8,505.82			
	Ag Day Program	-			
	Education Programs	1,074.21			
	EE Camps	3,930.37			
	Total MMA Checking Account			\$100,482.14	
	Regular Checking Account			72,424.95	
	Petty Cash			140.50	
	Change Fund			100.00	
	Total District Accounts				\$173,147.59

Prepared by: Tawn Seimer 11/2/2024 Date Checked by: Adrianna 1/2/24 Date  
 Vice May Amers 1/16/24 Board Chair Date



**Pickaway Soil and Water Conservation District**  
 Combined Statement of Receipts, Disbursements  
 and Changes in Fund Balances (Regulatory Cash Basis)  
 For the Year Ended December 31, 2023

	District Fund	Special Fund	Combined Total
<b>Cash Receipts</b>			
Sales Taxes	\$1,278		\$1,278
Grants - Ag Day t-shirts	5,000		\$5,000
Local Government		190,000	190,000
State Government		177,187	177,187
Federal Government			0
Donations/Contribut Agree/Affilite Membrshp/Parking lot	29,632		29,632
Sale of Products/Materials	22,432		22,432
Rentals of Great Plains Drill & reimburse of repairs	2,138		2,138
Education Programs	2,023		2,023
All Other Revenue/interest/Bank chg/Reimb FB ann mtg	2,150	250	2,400
<b>Total Cash Receipts</b>	<b>64,653</b>	<b>367,437</b>	<b>432,090</b>
<b>Cash Disbursements</b>			
Salaries		225,635	225,635
Supplies/Postage/Employee Exp	1,327	3,352	4,679
Equipment Purchased (trailer/gator/plotter) & Repairs	27,507	9,536	37,043
Contract Services		7,343	7,343
Grant Expense - Ag Day t-shirts	5,000		5,000
Service & Fees	20	5,125	5,145
Education - training/scholarships/events	18,232	2,574	20,806
Travel - Expenses - lodging	685	2,014	2,699
Advertising and Printing	1,032	4,898	5,930
OPERS		30,899	30,899
Worker's Compensation		2,294	2,294
Unemployment Compensation			0
Hospitalization/Insurace		32,117	32,117
Medicare		3,179	3,179
Product/Materials for Resale	19,671		19,671
Sales Tax Pmt/Misc & bank charges/Eng refund	299		299
Annual Meeting/Banquet	2,254		2,254
Sales Tax Collections Forwarded to State of Ohio	1,253		1,253
Other			0
<b>Total Cash Disbursements</b>	<b>77,280</b>	<b>328,966</b>	<b>406,246</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>(12,627)</b>	<b>38,471</b>	<b>25,844</b>
<b>Net Change in Fund Cash Balances</b>	<b>(12,627)</b>	<b>38,471</b>	<b>25,844</b>
<b>Fund Cash Balances, January 1, 2023</b>	<b>185,776</b>	<b>689,758</b>	<b>875,534</b>
<b>Fund Cash Balances, December 31, 2023</b>	<b>\$173,149</b>	<b>\$728,229</b>	<b>\$901,378</b>

Prepared by: Tam Seimer 1/5/2024 Date  
 Checked by: Adriana 1/5/2024 Date  
 Vice Chair: Matt Ammer Date 1/16/24



# Pickaway SWCD Leave Report

## Pay Period #26 (12/3/2023 - 12/16/2023)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	42.78	4.60	0.00	47.38
Brad Hughes	126.05	6.20	10.00	122.25
Katerina Sharp	158.35	4.60	0.00	162.95
Tawn Seimer	199.21	7.70	0.00	206.91
<b>Annual Leave Total</b>				<b>539.49</b>

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	150.62	4.89	24.00	131.51
Brad Hughes	115.85	4.89	3.50	117.24
Katerina Sharp	607.00	4.60	0.00	611.60
Tawn Seimer	1,756.66	4.83	0.00	1,761.49
<b>Sick Leave Total</b>				<b>2,621.84</b>

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	15.75	7.50	0.00	23.25
Brad Hughes	22.50	7.50	8.00	22.00
Katerina Sharp (-10 hr comp pay out)	74.30	(10.00)	4.00	60.30
Tawn Seimer	3.07	6.00	0.00	9.07
<b>Comp Time Total</b>				<b>114.62</b>

Signature of Preparer: Tawn Seimer

12/18/2023  
Date

Signature of Reviewing Board Member: Burni Rice

1-16-24  
Date

*Only approved timesheets are included in report calculation*



# Pickaway SWCD Leave Report

## Pay Period #1 (12/17/2023 - 12/30/2023)

### Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	47.38	4.60	16.00	35.98
Brad Hughes	122.25	6.20	8.00	120.45
Katerina Sharp	162.95	4.60	22.00	145.55
Tawn Seimer	206.91	7.70	43.00	171.61
<b>Annual Leave Total</b>				<b>473.59</b>

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	131.51	4.60	0.00	136.11
Brad Hughes	117.23	4.60	19.00	102.83
Katerina Sharp	611.60	4.60	0.00	616.20
Tawn Seimer	1,761.49	4.60	0.00	1,766.09
<b>Sick Leave Total</b>				<b>2,621.23</b>

### Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	23.25	0.00	0.00	23.25
Brad Hughes	22.00	0.00	0.00	22.00
Katerina Sharp (-10 hr comp pay out)	60.30	(10.00)	0.00	50.30
Tawn Seimer	9.07	0.00	1.00	8.07
<b>Comp Time Total</b>				<b>103.62</b>

Signature of Preparer: Tawn Seimer

1/3/2024  
Date

Signature of Reviewing Board Member: [Signature]

1/16/2024  
Date

*Only approved timesheets are included in report calculation*