2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD REGULAR MEETING HELD MARCH 19, 2024

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 ROAD, CIRCLEVILLE, OH 43113 IN THE 2ND FLOOR CONFERENCE ROOM.

DEWEY CALLED THE MEETING TO ORDER AT 8:00 A.M.

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – No

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Megan Sweeney – Yes, Matt Mauzy – No

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – No

VISITORS OR GUESTS PRESENT: None

MINUTES RECORDER: Tawn

PUBLIC/AGENCY COMMENTS:

Brad gave a thank you to the board for allowing him to attend the 2024 Overholt Drainage School last week. It was an intense class with very good information. The rotation of the class in Ohio should allow Adriahna to attend in three years in Columbus.

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Bill to approve minutes for the regular board meeting held February 20, 2024. Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

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

Matt moved, seconded by Jonathan to approve the February 2024 District Fund Financial Statement *(Attachment A).* Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Brian Reid – Yes Bill Black – 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 2024 February Special Fund Financial Statement *(Attachment B).* Motion passed.

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

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports. Brad informed the board of an upcoming meeting at the NRCS Area 5 office on April 23, 2024 about the QAR process.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave a NRCS update. Ranking deadline for the EQIP program is due by March 29, 2024. Haley Perkins will start work next month in the Franklin NRCS office. She will handle Franklin County customers and contracts and occasionally assist in Pickaway County. April 5th is the deadline for CSP applications. The CRP program is being done in batches and FSA is not sure when the next batch will take place. Megan gave an update that she has been working with Brad on how to read the waterway design plans for contract information. She is working on the Conservation Planner Level 1 certification course and hopes to be finished in April. Megan said that she would work on the Level 2 certification next year. The Board asked Brad on waterway statuses. He said that there are 18 waterway construction projects ready. They have laid out 6 or 7 projects for construction now and some of the projects will be after wheat is off. Depending on the number of contractors used and timing, all may or may not be constructed this year. If there are several projects in the checking process at once he will need assistance from Matt.

H2OHIO PROGRAM UPDATE:

Cody and Kip reached out to our District and others outside of the Maumee project area Districts to provide training for the H2Ohio program. They wanted the outside Districts to be matched with Maumee H2Ohio Program Districts in a contract for reimbursement for training (2-day training - \$1,000) and payments of \$75 per completed section within the VNMP/CNMP plan completion up to a maximum of \$10,000. A contract has been signed for Pickaway SWCD and sent back to ODA. We are waiting for response for hosting district and training dates.

UPDATE OF TECHNICIAN COMPUTER:

Brad shared an update regarding the purchase of a CCE computer from NRCS. The computer was ordered the third week of February and he has not heard if it is in from IT. He is also working on getting his link pass renewed and waiting for the next step in that process. His link pass will need to be up to date to be able to use the computer and this may hold the process up a little.

JOINT PICKAWAY SWCD & FARM BUREAU ANNUAL MEEING UPDATE:

Katerina shared an update. She has been working with Farm Bureau committee chair, Asa Radcliff, on the Joint Annual Meeting. The Pickaway Agriculture & Events Center is available August 8 or 22. Rent for the center is \$400 for a weeknight. We can use Brian Reid's tables and chairs for free or rent round tables and chairs for 128 people from Taylor's for \$447. Waiting on a quote from Pritchard's for rent of tables and chairs. More information will be given next month.

FYI - PREPARING FOR AUDIT ON 2022 & 2023 FINANCIALS & RECORDS

Tawn is preparing financials and records for an upcoming audit on 2022 & 2023 fiscal years.

POSTING OF JOB POSITION FOR TECHNICAL ASSISTANT/ADULT OUTREACH COORDINATOR:

Matt moved, seconded by Jonathan to update the job description for a Technical Assistant/Adult Outreach Coordinator for 40% Technical Assistant, 40% Outreach Coordinator and 20% Administrative Assistant (adding in responsibilities for the District Fund account). The applications will be due April 12, 2024. Motion passed.

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

IN THE MATTER OF AD IN THE 2024 PICKAWAY COUNTY TRAVEL GUIDE:

Bill moved to renew the ad space. Did not receive a second on the motion. Motioned died.

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

IN THE MATTER OF REVIEW AND APPROVAL OF FORM 11:

Matt moved, seconded by Jonathan to approve the 2024 Form 11 for submission for State Match. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Brian Reid – Yes Bill Black – 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 2/10/2024, 2/24/2024 and 3/09/2024 as follows: **(Attachment C, D & E).** Motion passed.

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

FYI – Dewey and one of his sons attended the Pheasants Forever Banquet

- FYI Adriahna has been invited to prepare for Level 1 job approval through TDP trainings
- FYI There is a possibility on doing a press conference in Pickaway County for the H2O Ohio program
- FYI The invitation from the Pickaway Chamber of Commerce Annual Event was presented to the Board
- FYI State Match Report
- FYI Calendar of Events Dewey to attend commissioners meeting April 23, 2024
- FYI ODA Updates for Area 5 SWCD Board Meetings March 2024 Report with the list of TDP classes

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Jonathan to adjourn the March 19, 2024 Pickaway Soil & Water Conservation District meeting of the board at 9:34 a.m. Motion passed.

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

The next regular board meeting is scheduled for <u>Tuesday, April 16, 2024 at 8:00 a.m.</u> in the Conference Room located at the 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 29, 2024

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	\$57,833.16		
	Engineering Deposit Encumbered (ck # 2333 for \$294.00 voided)	-	reissued ck #	2358
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (+2990.00)	11,495.82		
	Ag Day Program Education Programs	-		
	EE Camps (+20.00 camp regs)	1,074.21 3,950.37		
	Total MMA Checking Account	3,950.57	\$100,567.28	
	Regular Checking Account		76,855.44	
	Petty Cash		140.50	
	Change Fund		100.00	
	Total District Accounts		100.00	6477 000 00
	I OTAI DISTRICT ACCOUNTS			\$177,663.22
Ref				
	Tree Sales	\$ 4,068.00		
	Fish Sales	\$ 2,720.50		
everal	Flag sales	\$ 119.88		
several	Affiliate Memberships	\$ 390.00		
	EE Camp registration	\$ 180.00		
several	Jr. EE Camp registrations	\$ 30.00		
5315	Delaware SWCD - Area 5 Envirothon Weebly acct. reimbursement	\$ 257.40		
5232	Plotter copies	\$ 5.00		
***	Sales Tax Received for the Month	\$ 463.75		
5224	Regular Checking Interest	\$ 63.34		
	Total Receipts - Regular Checking Income	,	\$8,297.87	5
			\$0,201.01	
5225	MMA Checking Interest	\$ 79.71		
0220	Total Receipts – MMA Account		\$79.71	
		\$ -		
	Tatal Dessints Datty Cash	φ -	¢0.00	
	Total Receipts - Petty Cash		\$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			\$8,377.5
Ref	Expenses			
	Pickaway Co 4-H Committee - 2024 4-H (6) Nat Res classes & forestry camper	\$ 420.00		
		\$ 1.000.00		
	Pickaway Co Farm Bureau - Membership for Katerina	\$ 95.00		
02302	Pickaway Co Failli Buleau - Membership for Katerina			
	Visa - Envirothon auction item-Area 5 Env Weebly- education supplies	\$ 379.76		
	Visa - Technician supplies - boots for Brad & Adriahna	\$ 259.99		
C2363	Visa - OFSWCD Annual Mtg- 2 Supervisors and 3 staff	\$ 640.00		
	Total Expenses Regular Checking		\$2,794.75	5
	Total Expenses Regular Checking		\$2,794.75	5
	Total Expenses Regular Checking Total Expenses MMA Checking		\$2,794.75	
	Total Expenses MMA Checking			
		¢		
	Total Expenses MMA Checking	\$ -		
	Total Expenses MMA Checking Petty Cash	\$	\$0.00	
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	Total Expenses MMA Checking Petty Cash		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Ending Balances Money Market Checking Account		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Ending Balances Money Market Checking Account Unencumbered Funds		\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Ending Balances Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received	\$57,312.87	\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received Technical (Contribution Agreement/NRCS & Fees colected)	\$57,312.87 	\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00)	\$57,312.87	\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program	\$57,312.87 	\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program Education Programs	\$57,312.87 \$57,312.87 154.98 26,058.74 11,885.82 - 1,074.21	\$0.00	
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program Education Programs EE Camps (+180.00 3-day camp regs +30.00 1 day camp=210)	\$57,312.87 	\$0.00	\$2,794.7
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program Education Programs EE Camps (+180.00 3-day camp regs +30.00 1 day camp=210) Total MMA Checking Account	\$57,312.87 \$57,312.87 154.98 26,058.74 11,885.82 - 1,074.21	\$0.00	\$2,794.7
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program Education Programs EE Camps (+180.00 3-day camp regs +30.00 1 day camp=210) Total MMA Checking Account Regular Checking Account Regular Checking Account	\$57,312.87 \$57,312.87 154.98 26,058.74 11,885.82 - 1,074.21	\$0.00	\$2,794.7
	Total Expenses MMA Checking Petty Cash Total Expenses for Petty Cash Total Expenses Total Expenses for Petty Cash Total Expenses Money Market Checking Account Unencumbered Funds Engineering Deposit Encumbered Engineering Deposit Encumbered Engineering Fees Received Technical (contribution Agreement/NRCS & Fees colected) Affiliate/Scholarship Fund (+390.00) Ag Day Program Education Programs EE Camps (+180.00 3-day camp regs +30.00 1 day camp=210) Total MMA Checking Account	\$57,312.87 \$57,312.87 154.98 26,058.74 11,885.82 - 1,074.21	\$0.00	\$2,794.7 \$2,794.7

<u>352024</u> Checked by: <u>Adrichna Karr</u> <u>Deury Mann 3/19/24</u> Board-Chair Date 3/5/2024 Date Prepared by: Town Sermen 3

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT SPECIAL FUND FINANCIAL STATEMENT February 1 through February 29, 2024

Beginning Special Fund Balance		\$957,778.48
REVENUE		
State Match	\$ -	
County Match for 2024	\$ -	
Bureau of Workers Comp refund	\$ -	
Total Special Fund Revenue		\$0.0
EXPENSES		
SALARIES (2 pay periods 3 & 4)	\$17,918.00	
PERS	2,459.24	
MEDICARE	251.26	
MEDICAL INSURANCE & DENTAL	2,856.06	
BWC STATE INSURANCE FUND	799.34	
SUPPLIES		
Office Mart - cardstock paper, large envelopes, cartidge, clock	192.53	
Circleville Postmaster - postage replenishment	400.00	
CONTRACT - SERVICES		
Xerox Copier Lease	244.04	
Verizon Wireless	124.79	
Frontier - Phone, DSL	197.35	
Quench - water filter lease	48.91	
TRAVEL & EXPENSES		
Visa - Fuel	103.19	
Katerina Sharp - parking refund at OFSWCD meeting	36.00	
Bill Black - parking refund at OFSWCD meeting	44.00	
Brad Hughes - parking and mileage to OFSWCD meeting	74.29	
ADVERTISING & PRINTING		
APG Medial of Ohio, LLC - Legal notice in Herald 2023 Financial Report	25.36	
Ink My Logo - EE Camp custom stamper	40.00	
Total Special Fund Expenses		\$25,814.3
Ending Special Fund Balance		\$931,964.12

Prepared by: Taum Deimen 3/6/2024 Date Checked by: <u>Adriahna Karr</u> 3/6/2024 Date 3/19/24 Donn Man Chair Date



Pickaway SWCD Leave Report Pay Period #4 (1/28/2024 - 2/10/2024)

Annual Leave

Employee	Begin	Earned	Used End	Balance
Adriahna Karr	45.18	4.60	0.00	49.78
Brad Hughes	131.35	6.20	8.00	129.55
Katerina Sharp	154.50	4.60	0.00	159.10
Tawn Seimer	187.01	7.70	0.00	194.71
		Δοριι	al Loovo Total	E22 1/

Annual Leave Total 533.14

Sick Leave

Employee	Begin	Earned	Used E	nd Balance
Adriahna Karr	110.54	4.60	0.00	115.14
Brad Hughes	106.28	4.60	11.00	99.88
Katerina Sharp	617.96	5.15	0.00	623.11
Tawn Seimer	1,775.29	4.60	0.00	1,779.89
		Sick	Leave Tota	l 2,618.02

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	28.75	0.00	0.00	28.75
Brad Hughes	19.38	1.50	0.00	20.88
Katerina Sharp (-10 hr comp pay out)	41.92	4.25	0.00	46.17
Tawn Seimer	7.07	0.00	0.00	7.07

Comp Time Total 102.87

Signature of Preparer:

Materie Materia Date Date Member: Just 3/15/24 Date

Signature of Reviewing Board Member:

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report Pay Period #5 (2/11/2024 - 2/24/2024)

Annual Leave

Employee	Begin	Earned	Used En	d Balance
Adriahna Karr	49.78	4.60	0.00	54.38
Brad Hughes	129.55	6.20	0.00	135.75
Katerina Sharp	159.10	4.60	0.00	163.70
Tawn Seimer	194.71	7.70	72.00	130.41
		Δηριι	al Leave Tota	1 191 21

Annual Leave Total 484.24

Sick Leave

Employee	Begin	Earned	Used E	nd Balance
Adriahna Karr	115.14	4.60	9.50	110.24
Brad Hughes	99.88	4.60	0.00	104.48
Katerina Sharp	623.10	5.18	0.00	628.28
Tawn Seimer	1,779.89	4.60	0.00	1,784.49
<u></u>		Sick	Leave Tota	al 2.627.49

Leave lotal 2,627.43

Comp Time

Employee		Begin	Earned	Used	End Balance	
Adriahna Karr		28.75	0.00	0.00	28.75	
Brad Hughes	(Comp Pay Out)	20.88	(10.00)	0.00	10.88	
Katerina Sharp	(Comp Pay Out)	46.17	5.00	7.00	44.17	
Tawn Seimer		7.07	0.00	0.00	7.07	

Comp Time Total 90.87

Date

Date

Signature of Preparer:

Katerine 2-26-24 3-19-24

Signature of Reviewing Board Member:

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report Pay Period # 6 (2/25/2024 - 3/9/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	54.38	4.60	0.00	58.98
Brad Hughes	135.75	6.20	0.00	141.95
Katerina Sharp	163.70	4.60	0.00	168.30
Tawn Seimer	130.41	7.70	16.00	122.11
		Annua		atal 401 24

Annual Leave Total 491.34

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	110.24	4.60	0.00	114.84
Brad Hughes	104.48	4.64	0.00	109.12
Katerina Sharp	628.28	4.66	0.00	632.94
Tawn Seimer	1,784.49	4.60	4.00	1,785.09
		Sick	Leave Tot	al 2,641.99

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	28.75	0.00	0.00	28.75
Brad Hughes	10.88	1.13	0.00	12.01
Katerina Sharp	44.17	(8.50)	0.00	35.67
Tawn Seimer	7.07	0.00	0.00	7.07
Comp Time Total 83.50				

Signature of Preparer: Tawn Derry

Signature of Reviewing Board Member:

Date 3

Only approved timesheets are included in report calculation