

**2022 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD NOVEMBER 15, 2022**

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 in the 2nd floor conference room.

Jonathan called the meeting to order at 8:01 am.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Nathan Taylor – Yes, Brad Hughes – Yes

Minutes Recorder: Katerina

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout, NRCS DC – Yes, Eli Ortiz – No, Matt Mauzy – Yes

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

VISITORS OR GUESTS PRESENT: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Bill to approve the minutes from the previous Regular Board Meeting held October 18, 2022.

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

IN THE MATTER OF APPROVING DISTRICT FUND BILLS/STATEMENTS:

Bill moved, seconded by Matt to approve the October District Fund Financial Statements (**Attachment A**).
Motion passed.

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

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

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

Vote on Motion (Y, N or A): Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Yes,
Dewey Mann – Yes, Jonathan Lohstroh – 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 the NRCS updates. They are currently working on checking re-enrolls that will expire in September 2024, which include a lot of waterways. There is potential for SWCD to receive some funding for contribution agreements as they assist with this process. Waterways will be checked over the winter and spring months. The window for EQIP sign ups close November 15. Three people have signed up for CSP re-enrollments. Working on making CSP payments to those who are already in contract. Matt has been helping Brad and Nate survey. There are new plans to be approved. There is a CREP training November 15 that NRCS and SWCD staff plan to listen to. The training is to share new info on the Scioto CREP program, which has been revamped to more closely resemble the Lake Erie CREP program.

IN THE MATTER OF APPROVING CONSERVATION PLANS:

Matt moved, seconded by Brian to approve the conservation plans.

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

IN THE MATTER OF PUMPKIN SHOW PARKING:

The District received \$1,862 for the scholarship fund through selling parking during Pumpkin Show.

IN THE MATTER OF THE AREA 5 WINTER MEETING:

The Area 5 Winter Meeting will take place at Emmett Chapel on Wednesday, December 7 from 6-9 p.m. Bill, Matt, Dewey, Tawn, Katerina, Brad and Nate will attend. Jonathan will not be attending. Need to confirm with Brian closer to RSVP deadline. The cost is \$25 per person. The District will cover this cost.

IN THE MATTER OF THE VAN:

The van is a 2012 and has roughly 55,000 miles on it. Dewey moved, seconded by Matt to approve to move forward with the appointment at Herrnstein to have the van fixed up to \$3,000. The appointment is scheduled for November 30. Motion passed.

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

IN THE MATTER OF THE 2022 DISTRICT EQUIPMENT INVENTORY REPORT:

Dewey moved, seconded by Matt to approve the 2022 District Equipment Inventory Report. Motion passed.

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

IN THE MATTER OF THE 2023 ANNUAL PLAN OF WORK:

Bill moved, seconded by Matt to approve the 2023 Annual Plan of Work as presented. Motion passed.

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

IN THE MATTER OF 2023 DUES FOR OFSWCD & AREA 5:

Matt moved, seconded by Dewey to approve the 2023 OFSWCD dues of \$2,383 and the Area 5 dues of \$200. Motion passed.

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

IN THE MATTER OF 2023 BOARD MEETING DATES:

Matt moved, seconded by Brian to approve the 2023 board meeting dates (**Attachment C**). Motion passed.

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

IN THE MATTER OF THE DECEMBER 13 BOARD MEETING & EVALUATIONS:

The December 13 board meeting will take place at 8 a.m. followed by employee evaluations. Employee evaluations will be 30 minutes each in the following order: Meet with Administrator (Tawn), Katerina, Nathan, Brad, Tawn.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 10/22/2022 & 11/05/2022 (**Attachments D & E**). Motion passed.

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

FYI – State Match Report

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – Cody shared that the ODA website will feature SWCD data, starting with 20 Districts’ Annual Reports in January 2023.

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Bill moved, seconded by Matt to adjourn the November 15, 2022 Pickaway Soil & Water Conservation District meeting of the Board at 8:52 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, December 13, 2022 at 8:00 a.m.** in the Conference Room, located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Jonathan Lohstroh – Chairperson Date

Dewey Mann – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 October 1 through October 31, 2022

Attachment A

		<u>Beginning Balances</u>			
	Money Market Checking Account				
	Unencumbered Funds	\$105,905.20			
	Engineering Deposit Encumbered	294.00			
	Engineering Fee Encumbered	-			
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74			
	Affiliate/Scholarship Fund	11,027.07			
	Education Programs Encumbered (-55.44 Ag Day)	1,286.25			
	EE Camps	2,786.78			
	Total MMA Checking Account			\$124,942.04	
	Regular Checking Account			65,032.72	
	Petty Cash			17.27	
	Change Fund			100.00	
	Total District Accounts				\$190,092.03
Ref					
6787	Flags purchased	\$ 48.00			
6786	Affiliate Membership - P. Stonerock - S & W Protector	\$ 50.00			
6789	Pickaway Co. Commissioners - Pumpkin show parking	\$ 1,862.00			
6788	Pickaway Co Farm Bureau - reimburse of Ag Day expenses	\$ 125.42			
***	Sales Tax Received for the Month	\$ -			
6784	Regular Checking Interest	\$ 2.76			
	Total Receipts - Regular Checking Income			\$2,088.18	
6785	MMA Checking Interest	\$ 5.26			
	Total Receipts - MMA Account			\$5.26	
C2305	Petty Cash Replenishment	\$ 148.10			
	Total Receipts - Petty Cash			\$148.10	
	Total Receipts - Regular & MMA & Petty Cash Accounts				\$2,241.54
Ref					
	Expenses				
C2304	Bill Black - reimbursement of SSS Hotel & Registration	\$ 452.37			
C2305	Petty Cash Replenishment	\$ 148.10			
C2306	Visa - Katerina to attend Educator's Workshop	\$ 188.00			
C2306-1	Visa - Webhost & Website renewals	\$ 165.00			
	Total Expenses Regular Checking			\$953.47	
C1098	Baker & Taylor Publisher - 800 Farm to Table books for 1st grd.	\$ 3,996.00			
	Total Expenses MMA Checking			\$3,996.00	
	Petty Cash				
C156	Kroger - Education supplies for soil testing	\$ 2.38			
C157	Sutherlands - potting soil for education pumpkin program	\$ 12.99			
		\$ -			
	Total Expenses for Petty Cash			\$15.37	
	Total Expenses				\$4,964.84
	Ending Balances				
	Money Market Checking Account				
	Unencumbered Funds	\$103,873.04			
	Engineering Deposit Encumbered	294.00			
	Engineering Fee Encumbered	-			
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74			
	Affiliate/Scholarship Fund (+50.00) (+1862.00) (- 3996.00)	8,943.07			
	Education Programs Encumbered (+125.42 Ag Day)	1,411.67			
	EE Camps	2,786.78			
	Total MMA Checking Account			\$120,951.30	
	Regular Checking Account			66,167.43	
	Petty Cash			150.00	
	Change Fund			100.00	
	Total District Accounts				\$187,368.73

Prepared by: Tawn Seimyr 11/2/22 Date: 11/2/22 Checked by: Katherine Dyer 11-3-22 Date: 11/3/22

[Signature] Board Chair Date: 11/15/22

2023 Pickaway SWCD Board Meeting Dates

All Board Meetings will start at 8:00 a.m.

2nd or 3rd Tuesdays of Each Month

Except June is 2nd Tuesday Due to Fair & December due to bills due

January 17, 2023

February 14, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 13, 2023 - 2nd Tuesday

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 12, 2023 - 2nd Tuesday

(Employee Evaluations after December Meeting)

Quarterly Reviews with County Commissioners

All are on Tuesdays

January 24, 2023 – 10:30 a.m.

April 25, 2023 – 10:30 a.m.

July 25, 2023 – 10:30 a.m.

October 24, 2023 – 10:30 a.m.



Pickaway SWCD Leave Report

Pay Period # 22 (10/9/2022 - 10/22/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	9.30	6.20	0.00	15.50
Katerina Sharp	202.60	4.60	40.00	167.20
Nathan Taylor	99.70	3.10	8.00	94.80
Tawn Seimer	253.46	7.70	1.25	259.91
Annual Leave Total				537.41

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	124.61	4.83	0.00	129.44
Katerina Sharp	498.72	5.00	0.00	503.72
Nathan Taylor	108.09	4.80	0.00	112.89
Tawn Seimer	1,697.21	4.87	0.00	1,702.08
Sick Leave Total				2,448.13

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	0.00	6.00	0.00	6.00
Katerina Sharp (-5 hr. comp pay out)	80.67	5.50	0.00	86.17
Nathan Taylor	43.00	5.25	8.00	40.25
Tawn Seimer	3.70	7.50	0.00	11.20
Comp Time Total				143.62

Signature of Preparer: Tawn SeimerDate 10/24/2022Signature of Reviewing Board Member: Brian Reed

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period # 23 (10/23/2022 - 11/5/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	15.50	6.20	0.00	21.70
Katerina Sharp	167.20	4.60	0.00	171.80
Nathan Taylor (-.60 moved to comp time)	94.80	2.50	10.00	87.30
Tawn Seimer	259.91	7.70	0.00	267.61
Annual Leave Total				548.41

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	129.44	4.67	0.00	134.11
Katerina Sharp	503.72	5.05	0.00	508.77
Nathan Taylor	112.89	4.64	0.00	117.53
Tawn Seimer	1,702.08	4.60	9.75	1,696.93
Sick Leave Total				2,457.34

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	6.00	1.88	0.00	7.88
Katerina Sharp	86.17	6.63	1.25	91.55
Nathan Taylor (+.60 from A.L.)	40.25	1.73	19.00	22.98
Tawn Seimer	11.20	0.00	1.50	9.70
Comp Time Total				132.11

Signature of Preparer: Tawn Seimer

11/8/2022
Date

Signature of Reviewing Board Member: Brian Reed

11-15-22
Date

Only approved timesheets are included in report calculation