

**2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD OCTOBER 20, 2020**

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):

**Barbara called the meeting to order at 8:02 a.m.**

Matt Anderson – Absent, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,  
Bill Black – Yes, Jonathan Lohstroh – Yes.

**THE FOLLOWING SWCD PERSONNEL WERE PRESENT AT VARIOUS TIMES (Y OR N):**

Tawn Seimer – Yes, Shelley Steele – No, Wesley French – Yes, Katerina Sharp – Yes.

**Minutes Recorder: Tawn**

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

Justin Armintrout, NRCS DC – No, Eli Ortiz – No, Caleb Worley, Pheasants Forever- No

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

**VISITORS OR GUESTS PRESENT:** None

**PUBLIC/AGENCY COMMENTS:** None

*Barbara requested a minute of silence for thoughts and prayers for any concerns in our world, for all attendees.*

**IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING (S):**

Clyde moved, seconded by Jonathan to approve minutes of the Regular Meeting held September 15, 2020. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

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

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

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

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

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

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**IN THE MATTER OF REVIEWING THE DISTRICT TECH & NON-TECH ACTIVITIES REPORT:**

The board reviewed the District staff tech and non-tech activity reports. Barbara then asked each of the staff if they had anything to add to the activity reports. Wes had put a list together of all of the activities that Shelley and he had done since the first of the year, it was distributed to each supervisor. Questions from Clyde on the waterway projects that have been designed and checked, there are 5 that are waiting for NRCS to create Conservation Plans for. Katerina showed an interactive page that she had created for the "Right This Very Minute: A Table-To-Farm Book About Food and Farming", that will be available to Pickaway County schools. She also informed the board that she has received all of the 850 books that were ordered, and that she is still waiting for responses on the grants that she applied for, so she can create the stickers for the books. Katerina showed the board, from her laptop, the website created by Farm Bureau that will include all of the Ag Day videos that will be available to the county schools. Tawn informed the board that the District/NRCS cooperator filing system is almost complete, she just has a box of multi-contracted folders to separate into individual tract number folders.

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

Justin was not available to provide NRCS updates, at this time.

**IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS CONSERVATION PLANS:**

Bill moved, seconded by Clyde to go into Executive Session to discuss the Conservation Plans at 8:45 a.m.

Roll Call: Bill Black – Yes, Clyde Ohnewehr – Yes, Jonathan Lohstroh – Yes, Barbara Martindale – Yes.

The board came out of executive session at 8:48 a.m.

**IN THE MATTER OF APPROVING NRCS CONSERVATION PLANS:**

Bill moved, seconded by Jonathan to approve the 18 Re-enrolls and 9 new CRP Conservation Plans. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**FYI – DSWC BEEHIVE PROGRAM ADVISORY COMMITTEE MEETING UPDATE:**

Katerina reviewed the list of organizations that would benefit from the shared data from Beehive that was put together from the Advisory Committee. The supervisors and staff felt that the list covered all of the organizations at this time.

**IN THE MATTER OF APPROVAL OF THE 2020 DISTRICT EQUIPMENT INVENTORY:**

After Board review, Clyde moved, seconded by Jonathan to approve the 2020 District Equipment Inventory report. Copies of the report are given to Hummel & Plum Insurance Agency (County Insurance Holder), Auditor's office and a District File copy. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**IN THE MATTER OF 2021 NACD DUES:**

Clyde moved, seconded by Jonathan to pay the Gold Level of Dues rate of \$775.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**IN THE MATTER OF RENEWAL OF AD IN THE “DESTINATION PICKAWAY 2021 TRAVEL GUIDE”:**

Clyde moved, Jonathan seconded to approve the renewal of the Pickaway SWCD ad in the “Destination Pickaway 2021 Travel Guide” at the rate of \$750.00. Payment will be due in February 2021. Katerina will update the ad for the guide with needed contact information. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**IN THE MATTER OF EMPLOYEE LEAVE REPORTS:**

Bill moved, seconded by Jonathan to approve the Employee Leave Reports for the pay periods ending 9/12/2020, 9/26/2020 and 10/10/2020 (*Attachments C, D & E*). Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

**FYI – IN THE MATTER OF UPDATE TO THE DITCH PETITION FOR SUNNYSIDE SUBDIVISION:**

Sunnyside Subdivision Ditch Petition 1<sup>st</sup> hearing will be October 20, 2020 at 1:30 pm. at the Court House upstairs in the main court room. Bill, Wes and Tawn will be attending.

**Last Minute Items:**

**Poster Survey** – Katerina created a list of the first-place posters from age group 4<sup>th</sup> – 6<sup>th</sup>, for the board and staff to vote on. The results will be sent to NACD for a national winner.

**Election Survey** – A request from ODA/DSWC for the board and staff to evaluate the new Board of Supervisor Election Process. Katerina read the questions and entered the responses on the form to be returned to Cody.

**County Welcome Signs** – The Board would like Katerina and Tawn to look into purchasing Pickaway SWCD Welcome signs for the District. The signs are to be placed at entrances to the county, with other organizations, on chain link fencing if possible.

**20 Year Recognitions** - Tawn and Bill received 20 Year gifts from the board and staff in recognition of their 20 years of service to the Pickaway SWCD.

**FYI – State Match Received** – Quarterly payment received 10/13/2020 – October-November-December

**FYI – ODA Updates for Area 5 SWCD Board Meetings** – October – A change in the OSWCC meeting will be 11/24/20

**FYI – Calendar of Events**

**FYI - IN THE MATTER OF SERVER UPDATE:**

Jason Sheehy called this morning, and has finished the set up for remote access of the District Server. He will email Tawn the procedure and passwords needed to use it remotely.

**IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS 2021 BUDGET & OFFICE FUNCTION:**

Clyde moved, seconded by Bill to go into Executive Session to discuss the 2021 Budget and Office Function at 9:40 a.m. Tawn Seimer was asked to attend.

Roll Call: Jonathan Lohstroh – Yes, Bill Black – Yes, Clyde Ohnewehr – Yes, Barbara Martindale – Yes.

The board came out of executive session at 11:25 a.m.

**IN THE MATTER OF THE DISTRICT STAFF NOT TO USE THE BACK DOOR OF THE DISTRICT OFFICE:**

Clyde moved, seconded by Bill to post a sign for District Staff to discontinue use of the District Office back door and hallway, for the purpose of entering or exiting office. Use will only be for emergency. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

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

Jonathan moved, seconded by Clyde to adjourn the October 20, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 11:34 a.m. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Jonathan Lohstroh – Yes  
Barbara Martindale - Yes

The next regular board meeting is scheduled for **Tuesday, November 17, 2020 at 9:00 – 11:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

\_\_\_\_\_  
Barbara Martindale –Acting Chair      Date

\_\_\_\_\_  
Bill Black – Treasurer      Date

\_\_\_\_\_  
Minutes Recorder      Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 DISTRICT FUND FINANCIAL STATEMENT  
 September 1 through September 30, 2020

Attachment A

		<u>Beginning Balances</u>			
	Money Market Checking Account				
	Unencumbered Funds		\$130,760.12		
	Engineering Deposit Encumbered		294.00		
	Engineering Fee Encumbered (last project installed 10/2019)		-		
	Affiliate/Scholarship Fund		14,372.67		
	Education Programs Encumbered		1,736.53		
	EE Camp Encumbered		2,364.62		
	Ag Book Grant for Pickaway Co. 1st Graders		2,000.00		
	Total MMA Checking Account			\$151,527.94	
	Regular Checking Account			59,572.42	
	Petty Cash			60.00	
	Change Fund			100.00	
	Total District Accounts				\$211,260.36
<b>Ref</b>					
545	Drill Rental - Ned Black & Sons	\$	262.00		
546	Flags - Doug Kohli	\$	10.00		
548	Regular Checking Interest	\$	4.91		
	<b>Total Receipts - Regular Checking Income</b>			\$276.91	
544	MMA Checking Interest		15.98		
	<b>Total Receipts - MMA Account</b>			\$15.98	
C2220	Petty Cash Replenishment		100.72		
	<b>Total Receipts - Petty Cash</b>			\$100.72	
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>				\$393.61
<b>Ref</b>	<b>Expenses</b>				
C2219	Blackburn Mfg Co - Flags for re-sale	\$	225.18		
C2220	Petty Cash Replenishment	\$	100.72		
	<b>Total Expenses Regular Checking</b>			\$325.90	
C1094	American Farm Bureau Foundation	\$	7,806.89		
	<b>Total Expenses MMA Checking</b>			\$7,806.89	
	<b>Petty Cash</b>				
119	Ink My Logo - 2020 Conservationist of Year-Name on Sign	\$	10.72		
	<b>Total Expenses for Petty Cash</b>			\$10.72	
	<b>Total Expenses</b>				\$8,143.51
	<b>Ending Balances</b>				
	Money Market Checking Account				
	Unencumbered Funds		\$122,969.21		
	Engineering Deposit Encumbered		294.00		
	Engineering Fee Encumbered (last project installed 10/2019)		-		
	Affiliate/Scholarship Fund		14,372.67		
	Education Programs Encumbered		1,736.53		
	EE Camp Encumbered		2,364.62		
	Ag Book Grant for Pickaway Co. 1st Graders		2,000.00		
	Total MMA Checking Account			\$143,737.03	
	Regular Checking Account			59,523.43	
	Petty Cash			150.00	
	Change Fund			100.00	
	Total District Accounts				\$203,510.46

Prepared by: Tawn Seimon 10/2/2020 Date  
 Checked by: Katerina Sharp 10-5-2020 Date  
Barbara A. Martindale 10/20/2020 Date  
 Board Chair

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 SPECIAL FUND FINANCIAL STATEMENT  
 September 1 through September 30, 2020

Attachment B

Beginning Special Fund Balance		\$501,337.02
<b>REVENUE</b>		
State Match - Pay-In: no payments in September	0.00	
<b>Total Special Fund Revenue</b>		
<b>\$0.00</b>		
<b>EXPENSES</b>		
SALARIES (2 pay periods 19 & 20)	\$13,712.00	
PERS	1,870.40	
MEDICARE	187.92	
INSURANCE	2,985.00	
<b>SUPPLIES</b>		
Office Mart, Inc - Copy paper & labels for Ag Books	159.57	
Key Blue Prints, Inc. - Ink cartridges for plotter	236.28	
<b>CONTRACT-SERVICES</b>		
Frontier, Local, Fax, DSL	277.73	
Quench - water filter lease	40.31	
Verizon Wireless	125.66	
Xerox Copier Lease	208.13	
Khimaira (\$165.00) - Adobe Premiere Rush (\$128.57)	486.49	
Adobe Acrobat Pro (\$192.92) - Annual Subscriptions		
<b>TRAVEL &amp; EXPENSES</b>		
Visa - fuel for vehicles	152.06	
<b>EDUCATION/SCHOLARSHIP</b>		
Walmart - EE Camp supplies	10.97	
<b>Total Special Fund Expenses</b>		
<b>\$20,452.52</b>		
Ending Special Fund Balance		<b>\$480,884.50</b>

Prepared by: Tawn Seimer 10/2/2020 Date: 10/2/2020 Checked by: Katerina Sharp 10-5-2020 Date: 10-5-2020  
 Chair: Barbara A. Martindale 10/20/2020 Date: 10/20/2020



# Pickaway SWCD Leave Report

Pay Period #20 8/30/2020 to 9/12/2020

## Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	166.60	3.10	0.00	169.70
Shelley Steele	74.05	3.10	0.00	77.15
Tawn Seimer	188.71	7.70	0.00	196.41
Wesley French	74.40	3.10	0.00	77.50

**Annual Leave Total 520.76**

## Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	272.00	4.63	0.00	276.63
Shelley Steele	60.07	4.60	4.00	60.67
Tawn Seimer	1,570.63	4.60	0.00	1,575.23
Wesley French	104.11	4.60	0.00	108.71

**Sick Leave Total 2021.24**

## Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	28.90	0.75	0.75	28.90
Shelley Steele	1.50	0.00	0.00	1.50
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	19.75	0.00	16.00	3.75

**Comp Time Total 34.97**

Signature of Preparer:

*Katerina Sharp*

*9-14-2020*

Signature of Reviewing Board Member:

*Bill Hal*

*10-20-2020*

Date

*Only approved timesheets are included in report calculation*



# Pickaway SWCD Leave Report

Pay Period #21 9/13/2020 to 9/26/2020

## Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	169.70	3.10	0.00	172.80
Shelley Steele	77.15	3.10	4.00	76.25
Tawn Seimer	196.41	7.70	7.00	197.11
Wesley French	77.50	3.10	0.00	80.60

**Annual Leave Total 526.76**

## Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	276.63	4.64	0.00	281.27
Shelley Steele	60.67	4.60	0.00	65.27
Tawn Seimer	1,575.23	4.60	0.00	1,579.83
Wesley French	108.71	4.60	0.00	113.31

**Sick Leave Total 2039.68**

## Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	28.90	1.13	0.00	30.03
Shelley Steele	1.50	0.00	1.50	0.00
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	3.75	0.00	2.00	1.75

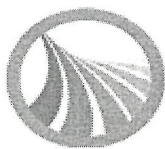
**Comp Time Total 32.60**

Signature of Preparer: Tawn Seimer 9/28/2020  
Date

Signature of Reviewing Board Member: Elyse Johnson  
Date

*Only approved timesheets are included in report calculation*





## Pickaway SWCD Leave Report

Pay Period #22 9/27/2020 to 10/10/2020

## Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	172.80	3.10	0.00	175.90
Shelley Steele	76.25	3.10	4.00	75.35
Tawn Seimer	197.11	7.70	5.75	199.06
Wesley French	80.60	3.10	2.25	81.45

Annual Leave Total 531.76

## Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	281.28	4.77	0.00	286.05
Shelley Steele	65.27	4.60	0.00	69.87
Tawn Seimer	1,579.83	4.60	0.00	1,584.43
Wesley French	113.31	4.60	0.00	117.91

Sick Leave Total 2058.26

## Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	30.02	4.50	6.50	28.02
Shelley Steele	0.00	0.00	0.00	0.00
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	1.75	0.00	1.75	0.00

Comp Time Total 28.84

Signature of Preparer: Tawn Seimer10/13/2020

Date

Signature of Reviewing Board Member: [Signature]10/20/2020

Date

*Only approved timesheets are included in report calculation*