

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD OCTOBER 19, 2021**

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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):**

**Jonathan called the meeting to order at 8:05 a.m.**

Bill Black – Yes, Jonathan Lohstroh – Yes, Matt Anderson – Yes on Zoom, Barbara Martindale – Absent due to technology issues.

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

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

**Minutes Recorder: Tawn**

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

Justin Armintrout, NRCS DC - Yes, Eli Ortiz – No, Caleb Worley, Ohio Farm Bill Biologist - No

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

**VISITORS OR GUESTS PRESENT:** Brian Reid, newly elected supervisor.

***PUBLIC/AGENCY COMMENTS- none***

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

Bill moved, seconded by Matt to approve minutes of the Regular Meeting held September 21, 2021. Motion passed.

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

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

Bill moved, seconded by Matt to approve September District Fund Financial Statement (***Attachments A***). Motion passed.

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

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

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

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

**IN THE MATTER OF REVIEWING THE DISTRICT ACTIVITIES REPORT:**

The board reviewed the District Staff activity reports.

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

Justin informed the board that NRCS Fiscal Year ended on September 30<sup>th</sup>. Their computer software was shut down for approximately two weeks. They are now able to do CSP payments and modifications to contracts. Pickaway and Franklin County had 14 EQIP contracts totaling \$869,651 for 4,278.4 acres and 3 CSP contracts for \$202,362 for 4,511 acres. FSA may have a couple of million dollars in CRP contracts for Pickaway County during their Oct. 1, 2020 to Sept. 30, 2021 fiscal year. There is currently an EQIP and CSP sign up going on through January 14, 2022. Eli has done several days of filing from previous years to clean out file drawers. There have been 25 to 30 payments processed for program payments and three re-enrolls. Justin speaking for his wife, Ashley Armintrout, wanted to give Katerina a congratulations for a well-done Jr. Experience Earth Day Camp. Ashley was impressed with the camp program and the information that she has posted on the web site of activities in Google Docs. She sent an email to the Board and District Administrator on the great job that Katerina did on the Jr. EE Camp.

**IN THE MATTER OF THE APPROVING THE DISTRICT EMPLOYMENT POLICY AMENDMENT:**

Matt moved, seconded by Bill to approve the Employment Policy amendment to allow employees to be paid for up to 5 hours of Comp Time per pay period, amendment and form are attached, (**Attachment C & D**). Motion passed.

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

**IN THE MATTER OF PROTOCOL & PROCEDURES FOR EDUCATION/OUTREACH IN SCHOOLS – DUE TO COVID-19:**

Matt moved, seconded by Bill to remove the Protocol & Procedures for Education/Outreach in Schools – Due to Covid-19. Katerina is to follow each schools’ rules and regulations for Covid-19. Motion passed.

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

**IN THE MATTER OF THE 2021 DISTRICT EQUIPMENT INVENTORY & SALVAGE REPORTS:**

Bill moved, seconded by Matt to approve the 2021 District Equipment Inventory and Salvage reports. These reports will be given to Hummel & Plum Insurance agency to be covered under the County insurance. Motion passed.

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

**IN THE MATTER OF STORING THE GREAT PLAINS NO-TILL DRILL OVER WINTER BY MARK RUFF:**

After discussion, the board would like a contract created to clarify the rules for using and storing the Great Plains No-Till drill at the Mark Ruff farm over winter. Any use of the drill will be set up as a rental payment to the District for all uses, the drill will be kept clean and cleaned and greased before returned to the District on March 16<sup>th</sup>, which is after the warm season grass dormant seeding deadline. This contract will be discussed and approved at the next board meeting.

**IN THE MATTER OF 2022 NACD DUES:**

Bill moved, seconded by Matt to make payment of \$775.00 for the 2022 NACD dues. Motion passed.

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

**IN THE MATTER OF DONATION OF TREE PLANTER:**

After discussion the board agreed to the donation of a tree planter by Justin Koble.

**IN THE MATTER OF APPROVAL OF THE 2022 GENERAL FUND BUDGET:**

Bill moved, seconded by Matt to approve the 2022 General Fund Budget report. The report will be sent to the County Commissioners (**Attachment E**). Motion passed.

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

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

Bill moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 09/25/2021 & 10/09/2021 as follows: (**Attachment F & G**). Motion passed.

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

- FYI – State Match Report – Received payment in October 2021 for October-November & December**
- FYI – Calendar of Events**
- FYI – ODA Updates for Area 5 SWCD Board Meetings – October 2021**

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

It was moved by Matt, seconded by Bill to adjourn the October 19, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 8:47 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, November 16, 2021 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

\_\_\_\_\_  
Jonathan Lohstroh– Vice Chair      Date

\_\_\_\_\_  
Barbara Martindale – Secretary      Date

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

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
DISTRICT FUND FINANCIAL STATEMENT  
September 1 through September 30, 2021

<u>Beginning Balances</u>				
Money Market Checking Account				
	Unencumbered Funds		\$98,419.54	
	Engineering Deposit Encumbered		294.00	
	Engineering Fee Encumbered (last project installed 10/2019)		-	
	Technical (Contribution Agreement/NRCS)		5,823.00	
	Affiliate/Scholarship Fund (-\$1000.00)(-2622.03 1st grd bks)		11,813.89	
	Education Programs Encumbered		1,691.69	
	EE Camps (+\$20.00 EE camp &+\$60.00 Jr. EE camp)		2,748.62	
	Ag Book Grant for Pickaway Co. 1st Graders (-2,393.11)		-	
	Composting Workshop		20.00	
	Total MMA Checking Account			\$120,810.74
	Regular Checking Account			63,589.92
	Petty Cash			64.69
	Change Fund			100.00
	Total District Accounts			<b>\$184,565.35</b>
<b>Ref</b>				
461	Vicki Sheets - copies of tile plans	\$	5.37	
462	Rick Oltman	\$	107.25	
463	Regular Checking Interest	\$	2.61	
	<b>Total Receipts - Regular Checking Income</b>			\$115.23
464	MMA Checking Interest	\$	5.17	
	<b>Total Receipts - MMA Account</b>			\$5.17
	<b>Total Receipts - Petty Cash</b>			\$0.00
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>			<b>\$120.40</b>
<b>Ref</b>				
<u>Expenses</u>				
C2267	Visa - EE Camps Ice	\$	64.26	
C2267	Visa - Ed Outreach Adobe software renewal	\$	486.49	
	<b>Total Expenses Regular Checking</b>			\$550.75
	<b>Total Expenses MMA Checking</b>			\$0.00
<b>Petty Cash</b>				
134	Walmart - Office supplies tissues	\$	2.65	
135	Dollar Tree - Education supplies - Ag Day	\$	3.00	
136	Dollar Tree - Table covers for Annual Meeting	\$	4.00	
137	Postmaster - postage on returned newsletter	\$	0.63	
	<b>Total Expenses for Petty Cash</b>			\$10.28
	<b>Total Expenses</b>			<b>\$561.03</b>
<u>Ending Balances</u>				
Money Market Checking Account				
	Unencumbered Funds		\$98,488.97	
	Engineering Deposit Encumbered		294.00	
	Engineering Fee Encumbered (last project installed 10/2019)		-	
	Technical (Contribution Agreement/NRCS)		5,823.00	
	Affiliate/Scholarship Fund		11,813.89	
	Education Programs Encumbered		1,691.69	
	EE Camps (- 64.26 EE Camp Expenses)		2,684.36	
	Ag Book Grant for Pickaway Co. 1st Graders		-	
	Composting Workshop		20.00	
	Total MMA Checking Account			\$120,815.91
	Regular Checking Account			63,154.40
	Petty Cash			54.41
	Change Fund			100.00
	Total District Accounts			<b>\$184,124.72</b>

Prepared by:

*Tawn Seime* 10/19/2021  
Date

Checked by:

*Katerina Sharp* 10-5-21  
Date

Board Chair

Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
 SPECIAL FUND FINANCIAL STATEMENT  
 September 1 through September 30, 2021

Beginning Special Fund Balance		\$578,380.11
<b>REVENUE</b>		
State Match - Pay-In: Received Sept. 13 for July-Aug-Sept	44,554.00	
<b>Total Special Fund Revenue</b>		<b>\$44,554.00</b>
<b>EXPENSES</b>		
SALARIES (2 pay periods 16 & 17)	\$10,744.00	
PERS	1,485.68	
MEDICARE	146.46	
INSURANCE (We will have 2 months for health insurance pmt in October)	6.12	
<b>SUPPLIES</b>		
Walmart - EE Camp expenses	69.08	
<b>CONTRACT - SERVICES</b>		
Xerox Copier Lease	208.77	
Verizon Wireless	98.85	
Frontier - Phone, DSL	132.58	
Quench - March	40.31	
<b>TRAVEL &amp; EXPENSE</b>		
Visa - Gas Card	84.88	
<b>Total Special Fund Expenses</b>		<b>\$13,016.73</b>
Ending Special Fund Balance		<b>\$609,917.38</b>

Prepared by: Tawn Seimon 10/1/2021 Date  
 Checked by: Katerina Sharp 10-5-21 Date  
 Chair [Signature] 10/19/2021 Date

Employment Policy dated April 2015 amendment

Employees have the ability to cash out up to 5 hours of comp time earned, in 1-hour increments, per pay period with approval from District Administrator. This amendment goes into effect October 10, 2021 (Pay Period # 22). A request form "Cash Out Comp Time Earned" will need to be filled out and signed.

Amendment approved on October 19, 2021 at a regular board meeting.

## “Cash Out Comp Time Earned”

Name of Employee: \_\_\_\_\_

Number of comp time earned hours: \_\_\_\_\_ X Current rate of pay \_\_\_\_\_ = \_\_\_\_\_\*

(1-hour increments up to 5 per pay period)

\* add to payroll worksheet

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

2022 General Fund Budget Final for CC- Expenditures			
Code	Expenditure Classification	2021 Total Amended Appropriations	2022 Estimated Budget
<b>6102</b>	<b>Agricultural Grants</b>		
101.6102.5499	SOIL AND WATER AG. GRANT	\$ 190,000.00	\$ 190,000.00
<b>2022 Non General Fund Tax Budget - Expenditures</b>		<b>2021</b>	<b>2022</b>
<b>Code</b>	<b>Expenditure Classification</b>	<b>Estimated Expenditures</b>	<b>Budget Request</b>
<b>601</b>	<b>Soil&amp;Water Conservation</b>		
601.6053.5102	Employees Salaries	\$ 240,000.00	\$ 240,000.00
601.6053.5201	PERS	\$ 35,600.00	\$ 35,600.00
601.6053.5202	Medicare	\$ 4,200.00	\$ 4,200.00
601.6053.5203	Insurance	\$ 72,000.00	\$ 78,000.00
601.6053.5205	Workers Comp	\$ 3,200.00	\$ 3,200.00
601.6053.5301	Supplies	\$ 4,000.00	\$ 4,200.00
601.6053.5401	Contract - Services	\$ 10,000.00	\$ 9,000.00
601.6053.5403	Travel & Expenses	\$ 4,000.00	\$ 4,000.00
601.6053.5404	Advertising & Printing	\$ 5,000.00	\$ 5,000.00
601.6053.5429	Rentals	\$ 5,500.00	\$ 5,000.00
601.6053.5461	Service & Fees	\$ 5,200.00	\$ 5,300.00
601.6053.5462	Scholarship-Education	\$ 4,000.00	\$ 4,000.00
601.6053.5501	Equipment	\$ 8,000.00	\$ 3,200.00
601.6053.5901	Other Expenses	\$ -	\$ -
	<b>FUND TOTAL</b>	<b>\$ 400,700.00</b>	<b>\$ 400,700.00</b>
	Personal Services	\$ 355,000.00	\$ 361,000.00
	Other Expenses	\$ 45,700.00	\$ 39,700.00
<b>2022 Non General Fund Tax Budget - Revenue</b>			
<b>Account</b>	<b>Description</b>	<b>2021 Estimated Receipts</b>	<b>2022 Estimated Receipts</b>
601.0000.4222	Soil & Water Ditch Maintenance	\$ -	\$ -
601.0000.4512	Soil & Water State Match	\$ 176,383.00	\$ 178,215.00
601.0000.4513	Soil & Water County Match	\$ 190,000.00	\$ 190,000.00
601.0000.4926	Other Receipts/Carry Over	\$ 40,617.00	\$ 38,785.00
	<b>Total</b>	<b>\$ 407,000.00</b>	<b>\$ 407,000.00</b>





## Pickaway SWCD Leave Report

Pay Period # 20 (9/12/2021 - 9/25/2021)

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	202.30	4.60	0.00	206.90
Nathan Taylor	27.90	3.10	0.00	31.00
Tawn Seimer	243.86	7.70	23.00	228.56
<b>Annual Leave Total</b>				<b>466.46</b>

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	397.00	4.66	0.00	401.66
Nathan Taylor	42.81	4.74	0.00	47.55
Tawn Seimer	1,678.56	4.60	2.00	1,681.16
<b>Sick Leave Total</b>				<b>2,130.37</b>

## Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	55.52	1.50	9.00	48.02
Nathan Taylor	4.75	3.75	0.00	8.50
Tawn Seimer	3.07	0.00	0.00	3.07
<b>Comp Time Total</b>				<b>59.59</b>

Signature of Preparer: Tawn Seimer9/27/2021

Date

Signature of Reviewing Board Member: [Signature]10/19/2021

Date

*Only approved timesheets are included in report calculation*



## Pickaway SWCD Leave Report

Pay Period #21 (9/26/2021 - 10/9/2021)

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	206.90	4.60	0.00	211.50
Nathan Taylor	31.00	3.10	0.00	34.10
Tawn Seimer	228.56	7.70	0.00	236.26
<b>Annual Leave Total</b>				<b>481.86</b>

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	401.66	4.82	0.00	406.48
Nathan Taylor	47.55	5.00	0.00	52.55
Tawn Seimer	1,681.16	4.60	8.00	1,677.76
<b>Sick Leave Total</b>				<b>2,136.79</b>

## Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	48.02	5.63	5.25	48.40
Nathan Taylor	8.50	10.50	0.00	19.00
Tawn Seimer	3.07	0.00	0.00	3.07
<b>Comp Time Total</b>				<b>70.47</b>

Signature of Preparer: Tawn Seimer10-12-2021

Date

Signature of Reviewing Board Member: [Signature]10/19/2021

Date

*Only approved timesheets are included in report calculation*