

**2022 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD OCTOBER 18, 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 8:03 am.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

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

Minutes Recorder: Tawn

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

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

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

VISITORS OR GUESTS PRESENT: None

TEAMS MEETING WITH FRANKLIN SWCD ON RETENTION POND MANAGEMENT

At 8:04 a.m. until 8:15 a.m. We joined the Franklin SWCD on a Microsoft Teams Meeting on the option of training Pickaway SWCD staff on retention pond evaluations. Working with Fairfield SWCD and Franklin SWCD to evaluate the need for clean outs due to sediment entering the ponds and changing the capacity of the ponds from their first installations. A Pickaway County subdivision has reached out to Franklin SWCD to have their retention pond evaluated. Franklin SWCD wanted to have the approval to come into Pickaway County and do this service and wanted to ask the Pickaway SWCD Board if training could be done during this evaluation with the Pickaway SWCD staff.

Bill moved, seconded by Brian to allow the District Technicians to attend this training to see what equipment is needed to do these evaluations and the procedures. Motion passed.

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

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Brian to approve the minutes from the previous Regular Board Meeting held September 20, 2022.

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

IN THE MATTER OF APPROVING DISTRICT FUND BILLS/STATEMENTS:

Bill moved, seconded by Brian to approve the August and September District Fund Financial Statements (**Attachment A & B**). Motion passed.

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

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

Bill moved, seconded by Brian to approve the September Special Fund Financial Statement (**Attachment C**). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – 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 NRCS updates. The USDA/NRCS fiscal year ended on September 30, 2022. Some of their computer programs are closed for updates. Justin and Eli finished up all of the CRP & CREP re-enrolls for 2022. There is an EQIP sign up at this time and the end date for accepting applications will be November 14, 2022. Justin will be making CSP payments and updating re-enrolls. There are 3 waterway plans designed and working on contracts. There is also contribution agreement for tech assistance that could be used towards vehicles or technical items needed. The new CET Matt Mauzy is expected to begin on October 24th. The QAR review that NRCS had last month went well. Waterway site checks were evaluated in the field by the QAR team and signed off on. The next QAR will be scheduled in 5 years.

IN THE MATTER OF AG DAY REPORT:

Katerina gave the board a report on the Ag Day event that jointly took place with Pickaway County Farm Bureau at the Pickaway Ag & Event Center on September 30th. There were approximately 1074 students, teachers, aids, FFA, Farm Bureau and Soil and Water staff that set up and assisted during the event. Funding was accumulated with grants from PCCF Ag Fund, PCCF FB fund, South Central Power, Cargill, Farm Credit and Kingston National Bank for a total \$9,450.00. The funds were used to purchase lunch, snacks, fruit and donuts for the 187 FFA students, t-shirts for the FFA and all of the 4th grade students, and the rental of the Ag & Event Center. A donation of 1152 bottles of water from Rural King and non-rental of the Delaware SWCD Soil Tunnel. The event went very well and had good weather. Next year's event will be Friday, September 29th.

FYI - IN THE MATTER OF THE PURCHASE OF PROPERTY:

The owners of the property have had an appraisal done on the property. The report was shown to the board for review.

IN THE MATTER OF DISTRICT OFFICE CLOSURE AT NOON ON WEDNESDAY, THURSDAY & FRIDAY OF PUMPKIN SHOW:

Bill moved, seconded by Brian to approve the District office to close at noon on Wednesday, Thursday and Friday of Pumpkin Show week. The District staff will be running the Service Center parking lot on Thursday and are scheduled 8:00 a.m. to 2:00 p.m. Motion passed.

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

IN THE MATTER OF APPROVING THE FINAL 2023 BUDGET REPORT:

Bill moved, seconded by Brian to approve the final 2023 Budget report. The final report has been updated with the State Match amount. The report has been sent to the County Commissioners office for approval (**Attachment D**). Motion passed.

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

IN THE MATTER OF BUDGET ACTION REQUESTS FOR FUND TRANSFERS:

Bill moved, seconded by Brian to approve the Budget Action Requests for fund transfers for \$3000.00 from Rentals to Contract Services and \$1000.00 from Rentals to Equipment line items, so there are funds available through December 31, 2022 for bills. Motion passed.

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

IN THE MATTER OF PURCHASE NEW OR USED VAN:

Bill moved, seconded by Brian for the District to purchase a new van with trade-in of the 2012 Dodge Caravan. Cancellation of the TIPM part for the 2012 Dodge Caravan for repairs at Perfection One. The purchase of a new van can be performed before the next board meeting if a vehicle is found. Contact a board member to finalize purchase. Motion passed.

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

FYI – IN THE MATTER OF NEW INSURANCE COMPANY AND RATES FOR STAFF IN 2023:

The County Commissioners have voted to change the county insurance program for the employees from the Franklin County Group to the County Employee Benefit Consortium of Ohio (CEBCO) as of January 1, 2023. The new insurance rate list was given to the board.

IN THE MATTER OF THE OHIO AGRICULTURE CONSERVATION INITIATIVE:

The board would like more information on this project at the November board meeting.

IN THE MATTER OF THE NACD DUES FOR 2023:

Bill moved, seconded by Brian to approve the amount for 2023 NACD Dues as \$775.00 – Gold Level. Motion passed.

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

IN THE MATTER OF REPLENISHING PETTY CASH:

Bill moved, seconded by Brian to replenish the petty cash fund in the amount of \$148.10. Motion passed.

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

IN THE MATTER OF CHANGING THE DECEMBER 2022 BOARD MEETING DATE:

Brian moved, seconded by Bill to change the December 2022 board meeting date to December 13, 2022 with Employee Evaluations afterward. Motion passed.

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

FYI - IN THE MATTER OF REQUESTING A SUPERVISOR ATTEND THE NEXT QUARTERLY REVIEW WITH THE COUNTY COMMISSIONERS OCTOBER 25, 2022:

Tawn requested that one of the supervisors attend with the District staff, the next quarterly review with the County Commissioners on October 25, 2022. Tawn will not be able to attend due to a training she will be attending at ODA on that day. Dewey will be asked to attend if he is available.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 9/24/2022 & 10/08/2022 as follows: **(Attachment E & F)**. Motion passed.

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

IN THE MATTER OF LEAVE REQUEST FOR TAWN TO TAKE VACATION:

Bill moved, seconded by Brian to approve vacation leave request for Tawn to take vacation Wednesday, November 16 through Friday, November 25, 2022. Motion passed.

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

FYI – State Match Report with 2022/2023 received \$43,490.00 on October 17th

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – October 2022 Report. Info on the Winter Meeting for December 7th, meal and ticket price of \$25.00 each

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Bill moved, seconded by Brian to adjourn the October 18, 2022 Pickaway Soil & Water Conservation District meeting of the Board at 10:00 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, November 15, 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
 August 1 through August 31, 2022

Beginning Balances			
	Money Market Checking Account		
	Unencumbered Funds	\$103,942.24	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund (- 500.00 for scholarship)	12,543.89	
	Education Programs Encumbered	1,711.69	
	EE Camps (+ 250.00 Reg)/(-451.86/710.00/105.80 (1267.66) EE Exp)	2,796.70	Tot (-1017.66)
	Total MMA Checking Account		\$124,931.26
	Regular Checking Account		67,537.53
	Petty Cash		44.20
	Change Fund		100.00
	Total District Accounts		\$192,612.99
Ref			
several	Flags purchased	\$ 55.00	
several	Rain Barrels & Kits	\$ 210.00	
6775	Great Plains Drill Rental	\$ 190.00	
***	Sales Tax	\$ 15.24	
6776	Regular Checking Interest	\$ 3.01	
	Total Receipts - Regular Checking Income		\$473.25
6777	MMA Checking Interest	\$ 5.65	
	Total Receipts - MMA Account		\$5.65
C2302	Petty Cash Replenishment	\$ 105.80	
	Total Receipts - Petty Cash		\$105.80
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$584.70
Ref	Expenses		
C2297	Scioto Sign Co. - 52 Aluminum Affiliate Member signs	\$ 516.82	
C2298	Office of the Bursar (OU) - Kelsey Whittington scholarship	\$ 500.00	
C2299	Visa - Ohio sales tax - January - June 2022	\$ 930.41	
C2299	Visa - Ohio Business Gateway - charge for credit card for taxes	\$ 23.26	
C2299	Visa - Hobby Lobby - crafts for EE Camp	\$ 9.92	
C2300	Blackburn Mfg. Co. - 3000 flags for resale	\$ 388.05	
C2301	Pickaway County 4-H Committee - Sponsor Forestry Camper	\$ 370.00	& 6 awards
C2302	Petty Cash Replenishment	\$ 105.80	
C2303	Office of University Bursar - Julia Kitchen scholarship	\$ 500.00	
	Total Expenses Regular Checking		\$3,344.26
		\$ -	
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
C152	Duchess - Ice for SSS Canoe Float water cooler	\$ 2.29	
	Total Expenses for Petty Cash		\$2.29
	Total Expenses		\$3,346.55
	Ending Balances		
	Money Market Checking Account		
	Unencumbered Funds	\$105,844.63	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund(- 1,000.00 for Scholarships/-516.82 signs)	11,027.07	
	Education Programs Encumbered (-370.00 4-H Sponsor)	1,341.69	
	EE Camps (-9.92 craft supplies)	2,786.78	
	Total MMA Checking Account		\$124,936.91
	Regular Checking Account		64,666.52
	Petty Cash		147.71
	Change Fund		100.00
	Total District Accounts		\$189,851.14

Prepared by: Laura Seimer 9/23/2022 Date
 Checked by: Katerina Sharp 9-26-22 Date
 Board Chair [Signature] Date 10/18/22

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 September 1 through September 30, 2022

Attachment B

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$105,844.63	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund(- 1,000.00 for Scholarships/-516.82 signs)	11,027.07	
	Education Programs Encumbered (-370.00 4-H Sponsor)	1,341.69	
	EE Camps (-9.92 craft supplies)	2,786.78	
	Total MMA Checking Account		\$124,936.91
	Regular Checking Account		64,666.52
	Petty Cash		147.71
	Change Fund		100.00
	Total District Accounts		\$189,851.14
<u>Ref</u>			
several	Flags purchased	\$ 24.00	
several	Rain Barrels & Kits	\$ 105.00	
several	Great Plains Drill Rental	\$ 232.00	
***	Sales Tax Received for the Month	\$ 2.54	
6784	Regular Checking Interest	\$ 2.66	
	Total Receipts - Regular Checking Income		\$366.20
6785	MMA Checking Interest	\$ 5.13	
	Total Receipts - MMA Account		\$5.13
	Total Receipts - Petty Cash		
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$371.33
<u>Ref</u>	<u>Expenses</u>		
	Total Expenses Regular Checking		\$0.00
		\$ -	
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
C153	Pickaway County Sherriff Dept. - Brad background check	\$ 61.00	
C154	Sam's Club - Chips for FFA Lunch at Ag Day	\$ 55.44	
C155	Sheetz - Van wash & vacuum	\$ 14.00	
	Total Expenses for Petty Cash		\$130.44
	Total Expenses		\$130.44
	<u>Ending 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

Prepared by: Tawn Seimer 10/03/2022 Date: 10/18/22 Checked by: Katerine Shep 10-4-22 Date: _____

 Board Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 September 1 through September 30, 2022

Attachment C

Beginning Special Fund Balance		\$744,741.47
REVENUE		
State Match -		
Total Special Fund Revenue		
		\$0.00
EXPENSES		
SALARIES (2 pay periods 16 & 17)	\$11,747.50	
PERS	1,620.02	
MEDICARE	160.26	
INSURANCE	3,462.84	
SUPPLIES		
Office Mart - Calendar and lables for Farm to Table books	104.53	
Visa - Rural King - new tarp and straps for GP Drill	34.47	
CONTRACT - SERVICES		
Xerox Copier Lease	217.63	
Verizon Wireless	98.83	
Frontier - Phone, DSL	181.20	
Quench - water filter lease	44.34	
Treasurer of State - Review of audit 2019 & 2020	49.20	
TRAVEL & EXPENSES		
Visa - Fuel	118.00	
EDUCATION - SCHOLARSHIP		
ADOBE - Acrobat Pro 107.24/yr. & Premier Rush 192.92/yr.	300.16	
Total Special Fund Expenses		
		\$18,138.98
Ending Special Fund Balance		\$726,602.49

Prepared by: Tawn Seimer 10/6/2022 Date: 10/6/22 Checked by: Katecina Ship 10-7-22 Date: 10/18/22
 Chair: _____ Date: _____

2023 General Fund Budget - Expenditures
Expenditure Classification **2022 Total Amended** **2023 Estimated**

Code	Agricultural Grants	Appropriations	Budget
101.6102.5499	SOIL AND WATER AG. GRANT	\$ 190,000.00	\$ 190,000.00

2023 Non General Fund Expenditures **2022** **2023**

Code	Expenditure Classification	Estimated	Budget
601	Soil&Water Conservation	Expenditures	Request
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	\$ 78,000.00	\$ 78,000.00
601.6053.5205	Workers Comp	\$ 3,200.00	\$ 3,200.00
601.6053.5301	Supplies	\$ 4,200.00	\$ 4,500.00
601.6053.5401	Contract - Services	\$ 9,000.00	\$ 8,000.00
601.6053.5403	Travel & Expenses	\$ 4,000.00	\$ 3,000.00
601.6053.5404	Advertising & Printing	\$ 5,000.00	\$ 5,000.00
601.6053.5429	Rentals	\$ 5,000.00	\$ 5,000.00
601.6053.5461	Service & Fees	\$ 5,300.00	\$ 5,300.00
601.6053.5462	Scholarship-Education	\$ 4,000.00	\$ 3,000.00
601.6053.5501	Equipment	\$ 3,200.00	\$ 12,200.00
601.6053.5901	Other Expenses	\$ -	
	FUND TOTAL	\$ 400,700.00	\$ 407,000.00

Personal Services	\$ 361,000.00	\$ 361,000.00
Other Expenses	\$ 39,700.00	\$ 46,000.00

2023 Non General Fund Revenue **2022 Estimated** **2023 Estimated**

Account	Description	Receipts	Receipts
601.0000.4222	Soil & Water Ditch Maintenance	\$ -	\$ -
601.0000.4512	Soil & Water State Match	\$ 178,215.00	\$ 173,957.00
601.0000.4513	Soil & Water County Match	\$ 190,000.00	\$ 190,000.00
601.0000.4926	Other Receipts & Roll Over	\$ 38,785.00	\$ 43,043.00
	Total	\$ 407,000.00	\$ 407,000.00



Pickaway SWCD Leave Report

Pay Peiod # 20 (9/11/2022 - 9/24/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes		0.00	0.00	0.00
Katerina Sharp	193.40	4.60	0.00	198.00
Nathan Taylor	93.50	3.10	0.00	96.60
Tawn Seimer	248.56	7.70	4.00	252.26
Annual Leave Total				546.86

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes		123.01	0.00	123.01
Katerina Sharp	489.37	4.60	0.00	493.97
Nathan Taylor	98.89	4.60	0.00	103.49
Tawn Seimer	1,689.01	4.60	0.00	1,693.61
Sick Leave Total				2,414.08

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes		0.00	0.00	0.00
Katerina Sharp (-5 hr. comp pay out)	68.05	(5.00)	1.00	62.05
Nathan Taylor	43.00	0.00	0.00	43.00
Tawn Seimer	24.20	0.00	16.50	7.70
Comp Time Total				112.75

Signature of Preparer: _____

Tawn Seimer

9/26/2022
Date

Signature of Reviewing Board Member: _____

BWB

10-18-2022

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period # 21 (9/25/2022 - 10/8/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	3.10	6.20	0.00	9.30
Katerina Sharp	198.00	4.60	0.00	202.60
Nathan Taylor	96.60	3.10	0.00	99.70
Tawn Seimer	252.26	7.70	6.50	253.46
Annual Leave Total				565.06

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	123.01	4.60	3.00	124.61
Katerina Sharp	493.97	5.51	0.75	498.73
Nathan Taylor	103.49	4.60	0.00	108.09
Tawn Seimer	1,693.61	4.60	1.00	1,697.21
Sick Leave Total				2,428.64

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	0.00	0.00	0.00	0.00
Katerina Sharp (-5 hr. comp payout)	62.05	18.63	0.00	80.68
Nathan Taylor	43.00	0.00	0.00	43.00
Tawn Seimer	7.70	0.00	4.00	3.70
Comp Time Total				127.38

Signature of Preparer: Tawn Seimer

Date

10/11/2022Signature of Reviewing Board Member: Brian Reed

Date

10-18-22*Only approved timesheets are included in report calculation*