

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 7, 2021**

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 9:00 A.M. ON THIS DATE AT THE PICKAWAY COUNTY SERVICE CENTER BUILDING, 110 ISLAND RD, CIRCLEVILLE, OH IN 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):

Barbara called the meeting to order at 9.01 a.m.

Bill Black – Yes, Jonathan Lohstroh – Absent, Matt Anderson – Absent, Barbara Martindale – Yes
Andrew Dewey Mann - Yes

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): Yes.

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 Dewey to approve minutes of the Regular Meeting held November 16, 2021.
Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

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

Bill moved, seconded by Dewey to approve November District Fund Financial Statement
(Attachments A). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

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

Bill moved, seconded by Dewey to approve the November Special Fund Financial Statement
(Attachment B).

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - 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 gave an update to the board. Justin and Nathan have been re-evaluating waterway re-enrolls that the participants have been informed from FSA that their waterways need repairs before they are going to be considered for re-enrollment. There is a new sign up for EQIP, CSP, ACEP-WRE, RCPP, and AMA that will end on January 14, 2022. Justin is finishing up End-of-Year trainings. There have been a few people come into the office to sign up for new waterway projects.

IN THE MATTER OF FINANCIAL SUPPORT FOR THE 2022 NATIONAL CONSERVATION FOUNDATION ENVIROTHON:

Bill moved, seconded by Dewey to give \$500.00 of financial support for the 2022 National Conservation Foundation. The payment will be made from the District Fund account. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF A THEN & NOW FOR THE TRANSFER OF FUNDS FROM SPECIAL FUND TO A CHECK FOR THE SALE OF 2008 FORD TRUCK:

Bill moved, seconded by Dewey to approve the Then & Now for transfer of funds of \$10,600.00 from Special Funds to a check for deposit into District Fund account. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF LANDOWNER REQUEST TO DO AN AS-BUILT DESIGN AFTER SUBSURFACE TILE INSTALLED:

Bill moved, seconded by Dewey to set the rate of producing an As-Built tile plan at \$6.00 per acre. The Conservation Engineering Practice Agreement form will be updated with this practice and be available for customers. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF RENEWAL OPTIONS FOR THE AUTOCAD PROGRAM:

Dewey moved, seconded by Bill to renew the subscription of 2 seats of AutoCAD for 3 years for \$6,536.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF THE DISTRICT OFFERING A 2022 PLUG SALE:

Bill moved, seconded by Dewey for the District to provide a 2022 Plug Sale with Patchwork Gardens for MCM participants. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF APPROVAL TO PAY THE 2022 OFSWCD DUES:

Bill moved, seconded by Dewey to pay the 2022 OFSWCD dues for the amount of \$2,409.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF APPROVAL TO PAY THE 2022 AREA 5 DUES:

Dewey moved, seconded by Bill to pay the 2022 Area 5 dues for the amount of \$200.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF APPROVAL TO FOLLOW THE 2022 PICKAWAY COUNTY HOLIDAY SCHEDULE:

Bill moved, seconded by Dewey to approve the 2022 Pickaway County Holiday Schedule with the option of staff if needed, to use Juneteenth, Columbus Day and Veterans Day to be used as a floating holiday as long as it is used in the same Pay Period. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale – Yes

IN THE MATTER OF APPROVAL FOR TAWN TO TAKE ANNUAL LEAVE:

Bill moved, seconded by Dewey to approve Tawn to take annual leave December 20 – December 27, 2021. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORT:

Bill moved, seconded by Dewey to approve the Employee Leave Report as of pay period end date 11/20/2021 as follows: **(Attachment C)**. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale – Yes

Last Minute Items:

IN THE MATTER OF THE 2022 DONALD E. MINOR MEMORIAL SCHOLARSHIP AWARDS:

Bill moved, seconded by Dewey to accept up to 3 scholarship applicants for a \$1,000.00 scholarship each to be paid \$500.00 in the Fall semester and another \$500.00 to be paid in the Spring semester with required billing from the school. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF PAYING THEN & NOW BILLS:

Dewey moved, seconded by Bill to pay the three Then & Now's for Frontier (\$133.87), Verizon (\$98.23) and US Bank Equipment Finance (\$220.47). Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

FYI – State Match Report – Received funds through December

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – November 2021

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL EVALUATIONS:

Bill moved, seconded by Dewey to go into Executive Session to discuss Personnel Evaluations at 10:01 a.m. Brian Reid was asked to stay for the evaluations.

Roll Call: Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale – Yes

The board came out of executive session at 12:20 p.m.

IN THE MATTER OF WINTER STORAGE FOR THE GREAT PLAINS DRILL:

Bill moved, seconded by Dewey to store the Great Plains No-Till Drill for winter storage until March 15, 2022. Since it was getting late in the year and it had not been picked up by Ruff Farms, the board decided to move it to storage for the winter. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

IN THE MATTER OF EMPLOYEE COMPENSATION:

Dewey moved, seconded by Bill to give the employees raises. Tawn and Katerina will receive a 5% increase and Nathan will receive a 10% increase in their hourly rates. The increases are retroactive to December 5, 2021, and will take effect on the 26th Pay Period (12/5/2021 to 12/18/2021). Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes, Dewey Mann – Yes, Barbara Martindale – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Dewey, seconded by Bill to adjourn the December 7, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 12:31 p.m. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Dewey Mann – Yes, Barbara Martindale - Yes

The next regular board meeting is scheduled for **Tuesday, January 18, 2022 at 9:00 – 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
 November 1 through November 30, 2021

Attachment A

		<u>Beginning Balances</u>			
	Money Market Checking Account				
	Unencumbered Funds		\$98,493.95		
	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		2,684.36		
	Ag Book Grant for Pickaway Co. 1st Graders		-		
	Composting Workshop		20.00		
	Total MMA Checking Account			\$120,820.89	
	Regular Checking Account			64,091.61	
	Petty Cash			54.41	
	Change Fund			100.00	
	Total District Accounts				\$185,066.91
Ref					
473	Rain Barrel Kit	\$	25.00		
***	Sales Tax Received	\$	1.81		
474	Regular Checking Interest	\$	2.81		
	Total Receipts - Regular Checking Income			\$29.62	
475	MMA Checking Interest	\$	5.30		
	Total Receipts - MMA Account			\$5.30	
C2269	Petty Cash Replenishment	\$	95.59		
	Total Receipts - Petty Cash			\$95.59	
	Total Receipts - Regular & MMA & Petty Cash Accounts				\$130.51
Ref					
	Expenses				
C2269	Petty Cash Replenishment	\$	95.59		
		\$	-		
	Total Expenses Regular Checking			\$95.59	
	Total Expenses MMA Checking			\$0.00	
	Petty Cash				
138	Car Wash - Van	\$	5.00		
139	Kroger - distilled water for soil testing program	\$	1.78		
		\$	-		
		\$	-		
	Total Expenses for Petty Cash			\$6.78	
	Total Expenses				\$102.37
	Ending Balances				
	Money Market Checking Account				
	Unencumbered Funds		\$98,499.25		
	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		2,684.36		
	Ag Book Grant for Pickaway Co. 1st Graders		-		
	Composting Workshop		20.00		
	Total MMA Checking Account			\$120,826.19	
	Regular Checking Account			64,025.64	
	Petty Cash			143.22	
	Change Fund			100.00	
	Total District Accounts				\$185,095.05

Prepared by: Tawn Seimer 12/2/2021 Date Checked by: Katerina Chapp 12-2-21 Date

Barbara Martindale 12/7/2021 Date
 Board Chair Secretary

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

Attachment B

Beginning Special Fund Balance		\$632,429.51
REVENUE		
Sale of 2008 Ford F150 Truck through GovDeals	\$ 10,600.00	
Total Special Fund Revenue		
		\$10,600.00
EXPENSES		
SALARIES (2 pay periods 22 & 23)	\$11,556.50	
PERS	1,523.28	
MEDICARE	157.87	
INSURANCE	2,985.44	
SUPPLIES		
Office Mart - Poly folder tabs, staples, card stock paper, copy paper, wipes	114.34	
CONTRACT - SERVICES		
Xerox Copier Lease	217.63	
Verizon Wireless	98.15	
Frontier - Phone, DSL	133.87	
Quench - November	40.31	
Quench - December	40.31	
TRAVEL & EXPENSE		
Visa - Gas Card	146.52	
SCHOLARSHIP & EDUCATION		
Walmart - Pumpkin Patch program supplies	17.83	
Total Special Fund Expenses		
		\$17,032.05
Ending Special Fund Balance		\$625,997.46

Prepared by: Tawn Seimer 12/2/21 Date Checked by: Katerina Shoop 12-2-21 Date
Barbara Martindale 12/7/2021 Date
 Chair Secretary



Pickaway SWCD Leave Report

Pay Period #24 (11/7/2021 - 11/20/2021)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	161.20	4.60	0.00	165.80
Nathan Taylor	40.30	3.10	0.00	43.40
Tawn Seimer	247.16	7.70	0.00	254.86
Annual Leave Total				464.06

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	415.82	4.84	0.00	420.66
Nathan Taylor	61.94	5.10	0.00	67.04
Tawn Seimer	1,686.08	4.66	2.00	1,688.74
Sick Leave Total				2,176.44

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp -5 hour comp pay	37.15	6.38	0.00	38.53
Nathan Taylor	23.88	13.13	0.00	37.01
Tawn Seimer	1.57	1.50	0.00	3.07
Comp Time Total				78.61

Signature of Preparer: Tawn Seimer 11/22/2021
Date

Signature of Reviewing Board Member: A "Dery" M 12/7/2021
Date

Only approved timesheets are included in report calculation