

**2022 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JUNE 14, 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.

Jonathon called the meeting to order at 8:02 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

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

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 May 17, 2022.

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

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

Bill moved, seconded by Matt to approve the District Fund Financial Statement (**Attachment A**).

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

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

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

Vote on Motion (Y, N or A): Matt Anderson – Yes Bill Black – Yes Dewey Mann – 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. NRCS extended the seeding dates for CRP for two weeks until June 14th. Garrett Caudill is our new Pheasants Forever representative. Justin is going through the 2nd Round of CSP applications and will be contacting the applicants for their interests for the program. EQIP applicants need to come in and sign their contracts. CRP applications for waterways and wildlife seeding will need to be finalized by the end of August. The Area Conservationist position will be re-posted. Lindsey Douglas will be leaving the NRCS agency and has accepted a Natural Resources Administrator 1 position with Ohio Department of Agriculture possibly by the beginning of July.

FYI - IN THE MATTER OF 2022 ELECTION UPDATES:

Matt Anderson and Andrew "Dewey" Mann have agreed to run for supervisor for the 2022 Election. They both have filled out the EL-1 forms for "Statement of Candidacy".

FYI - IN THE MATTER OF UPDATES FROM THE SCIOTO SOLAR PUBLIC HEARING:

Katerina attended the public hearing on the Scioto Solar project on May 25, 2022 at 6:00 p.m. on her own regard. She reported to the board the comments from landowners in the vicinity of the proposed project.

IN THE MATTER OF PURCHASING PROPERTY ADJACENT TO THE PICKAWAY COUNTY SERVICE CENTER:

Tawn was asked to send a letter to the property owner of the adjacent property to the Pickaway County Service Center for purchase so the District could possibly build a storage building on the lot. Linda Hardin responded to the letter and wanted to meet to discuss the matter. Tawn, Bill and Dewey will meet with Ms. Harden on June 15th at 8:00 a.m. in the Conference Room. Updates from the meeting will be passed on to the rest of the Board.

IN THE MATTER OF PURCHASING AN UTV VEHICLE AND/OR ENCLOSED TRAILER:

Nate discussed options for purchasing an UTV vehicle and/or enclosed trailer would depend on the availability of a storage building. This item was tabled at this time.

FYI – IN THE MATTER OF A TENTATIVE AGENDA FOR THE JOINT 2022 ANNUAL MEETING:

Katerina has worked with Farm Bureau with creating a tentative agenda for the 2022 Annual Meeting.

IN THE MATTER OF REVIEW AND APPROVAL OF A TIMBER HARVEST PLAN FOR RONALD LOWERY LOGGING ON WAYNE VICKERS' PROPERTY:

Bill moved, seconded by Brian to approve the Timber Harvest Plan for Ronald Lowery Logging on Wayne Vickers' property. The District will need to send out a representative from the office to perform a site review when weather permits. Motion passed.

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

IN THE MATTER OF 2022 COOPERATOR OF THE YEAR:

Matt moved, seconded by Bill to nominate the Gifford Family Farms as the 2022 Cooperator of the Year. Motion passed.

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

IN THE MATTER OF APPROVAL OF THE PRELIMINARY 2023 BUDGET:

Bill moved, seconded by Matt to approve the preliminary 2023 Budget report. The Budget report has been forwarded to April of the County Commissioners (**Attachment C**). Motion passed.

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

IN THE MATTER OF THE RECORDS RETENTION POLICY:

Dewey moved, seconded by Brian to approve the Records Retention Policy. Motion passed.

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

IN THE MATTER OF REPLENISHMENT OF PETTY CASH:

Matt moved, seconded by Dewey to approve the replenishment of Petty Cash for the amount of \$61.05. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 5/21/2022 & 6/04/2022 as follows: (**Attachment D & E**). Motion passed.

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

IN THE MATTER OF APPROVAL OF THE RECORDS RETENTION COMMITTEE MEETING:

Matt moved, seconded by Brian to accept the Records Retention Committee decision to add items to the Records Retention Schedule. The list of items will be available in the Committee Minutes notebook. Motion passed.

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

FYI – Pickaway SWCD End of Year School Programs Report

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – June 2022 Report & ODA Seed Testing Program

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

Matt moved at **9:28 a.m.**, seconded by Bill to go into executive session to discuss personnel. Motion passed.

Roll Call: Matt Anderson – Yes, Brian Reid – Yes Dewey Mann - Yes
Bill Black – Yes, Jonathan Lohstroh – Yes

The board came out of executive session at 9:55 am.

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Matt moved, seconded by Brian to adjourn the June 14, 2022 Pickaway Soil & Water Conservation District meeting of the Board at 9:56 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, July 19, 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
 May 1 through May 31, 2022

Attachment A

Beginning Balances				
	Money Market Checking Account			
	Unencumbered Funds	\$102,579.01		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement/NRCS & Fees collected)(+348.00)	3,642.74		
	Affiliate/Scholarship Fund (+30.00 re-enroll)	13,943.89		
	Education Programs Encumbered	1,711.69		
	EE Camps (+ 60.00)	2,744.36		
	Total MMA Checking Account		\$124,915.69	
	Regular Checking Account		72,849.57	
	Petty Cash		134.51	
	Change Fund		100.00	
	Total District Accounts			\$197,999.77
	Ref			
6667	Plug Sales	\$ 110.00		
several	EE Camp registrations	\$ 260.00		
6677	Jr. EE Camp registrations	\$ 110.00		
6673	Great Plains Drill Rental	\$ 385.00		
***	Sales Tax	\$ -		
679	Regular Checking Interest	\$ 3.20		
	Total Receipts - Regular Checking Income		\$868.20	
680	MMA Checking Interest	\$ 5.48		
	Total Receipts - MMA Account		\$5.48	
	Total Receipts - Petty Cash			
	Total Receipts - Regular & MMA & Petty Cash Accounts			\$873.68
	Ref			
	Expenses			
C2287	Pickaway Co. Farm Bureau - Buyers Club Donation	\$ 1,000.00		
C2288	Tawn Seimer - reimbursement for cabinet for keys	\$ 78.84		
	Total Expenses Regular Checking		\$1,078.84	
		\$ -		
	Total Expenses MMA Checking		\$0.00	
	Petty Cash			
149	Kroger - Education supplies	\$ 2.58		
150	Tawn Seimer - reimbursement for Picture Bar & Boot Brush	\$ 42.98		
	Total Expenses for Petty Cash		\$45.56	
	Total Expenses			\$1,124.40
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	\$103,214.49		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74		
	Affiliate/Scholarship Fund (- 1000.00 for Buyers Club Donation)	12,943.89		
	Education Programs Encumbered	1,711.69		
	EE Camps (+ 370.00 Registrations for EE & Jr. EE Camps)	3,114.36		
	Total MMA Checking Account		\$124,921.17	
	Regular Checking Account		72,638.93	
	Petty Cash		88.95	
	Change Fund		100.00	
	Total District Accounts			\$197,749.05

Prepared by: Tawn Seimer 6/3/2022 Checked by: Katerina Sharp 6-9-22
 Date: _____ Date: _____

[Signature] 6/14/22
 Board Chair Date

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

Beginning Special Fund Balance		\$787,767.60
REVENUE		
State Match -	\$ -	
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (2 pay periods 7 & 8)	\$11,783.75	
PERS	1,604.09	
MEDICARE	160.79	
INSURANCE	3,412.84	
SUPPLIES		
JS Custom Graphics & Computers - moved network back into office	316.80	
Capital One/Walmart - Swiffer floor mop & duster	30.38	
Visa - Postage stamps & trailer rental	243.95	
Office Mart - toner, boxes, stamp, certificates, chair mat	255.89	
CONTRACT - SERVICES		
Xerox Copier Lease	229.86	
Verizon Wireless	97.33	
Frontier - Phone, DSL	176.69	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - fuel purchases	198.00	
EDUCATION/SCHOLARSHIP		
Capital One/Walmart - supplies, bags, tape, gummy worms	41.86	
Visa - soil test tabs	563.40	
ADVERTISING & PRINTING		
Red Barn - Poster contest ribbons	42.00	
Patriot Trophy & Awards LLC - medals for poster contest	42.00	
Total Special Fund Expenses		\$19,243.97
Ending Special Fund Balance		\$768,523.63

Prepared by: Tawn Seimen 6/1/2022 Date
 Checked by: Katerina Sharp 6-9-22 Date
[Signature] Chair
6/14/22 Date

2023 General Fund Budget - Expenditures

Expenditure Classification

Code	Expenditure Classification	2022 Total Appropriations	2023 Estimated Budget
6102	Agricultural Grants		
101.6102.5499	SOIL AND WATER AG. GRANT	\$ 190,000.00	\$ 190,000.00

2023 Non General Fund Tax Budget - Expenditures

Expenditure Classification

Code	Expenditure Classification	2022 Estimated Expenditures	2023 Budget Request
601	Soil & Water Conservation		
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	\$ 5,900.00
601.6053.5901	Other Expenses	\$ -	\$ -
FUND TOTAL		\$ 400,700.00	\$ 400,700.00

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

2023 Non General Fund Tax Budget - Revenue

Account Description

Account	Description	2022 Estimated Receipts	2023 Estimated Receipts
601.0000.4222	Soil & Water Ditch Maintenance	\$ -	\$ -
601.0000.4512	Soil & Water State Match	\$ 178,215.00	\$ 178,215.00
601.0000.4513	Soil & Water County Match	\$ 190,000.00	\$ 190,000.00
601.0000.4926	Other Receipts	\$ 38,785.00	\$ 38,785.00
Total		\$ 407,000.00	\$ 407,000.00

Estimated



Pickaway SWCD Leave Report

Pay Period # 11 (5/8/2022 - 5/21/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	188.00	4.60	0.00	192.60
Nathan Taylor	80.60	3.10	8.00	75.70
Tawn Seimer	211.26	7.70	0.00	218.96
Annual Leave Total				487.26

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	448.79	4.74	0.00	453.53
Nathan Taylor	99.96	4.72	8.00	96.68
Tawn Seimer	1,680.24	4.66	16.00	1,668.90
Sick Leave Total				2219.11

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp (-5 hour pay out)	114.04	3.75	0.50	112.29
Nathan Taylor	65.63	3.00	0.00	68.63
Tawn Seimer	12.07	1.50	4.00	9.57
Comp Time Total				190.49

Signature of Preparer: Tawn SeimerMay 23, 2022

Date

Signature of Reviewing Board Member: Rui Pen

Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #12 (5/22/2022 - 6/4/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	192.60	4.60	8.00	189.20
Nathan Taylor	75.70	3.10	0.00	78.80
Tawn Seimer	218.96	7.70	0.00	226.66
Annual Leave Total				494.66

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	453.54	4.82	0.00	458.36
Nathan Taylor	96.67	4.63	1.75	99.55
Tawn Seimer	1,668.90	4.60	0.00	1,673.50
Sick Leave Total				2,231.41

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp (-5 hr. comp pay out)	117.29	0.63	24.00	93.92
Nathan Taylor	68.63	0.75	8.00	61.38
Tawn Seimer	9.57	0.00	0.00	9.57
Comp Time Total				164.87

Signature of Preparer: _____

Tawn Seimer _____ *June 6, 2022*
Date

Signature of Reviewing Board Member: _____

Brian Reed _____
Date

Only approved timesheets are included in report calculation