

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD SEPTEMBER 21, 2021**

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 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):

Jonathan called the meeting to order at 8:15 a.m.

Bill Black – Yes, Jonathan Lohstroh – Yes, Matt Anderson – Yes on Zoom (joined meeting in person at 8:55 am, Barbara Martindale – Yes at 8:20 a.m. by phone for one motion.

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: None

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 August 17, 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 SEPTEMBER 2, 2021 JOINT ANNUAL MEETING MINUTES:

Bill moved, seconded by Matt to approve the September 2, 2021 Pickaway SWCD & Pickaway Co. Farm Bureau Joint Annual Meeting minutes.

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 AUGUST:

Bill moved, seconded by Matt to approve August 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 August 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 they had finished CRP re-enrolls, added 4 new waterway projects for FY 2021, getting some EQIP projects cleaned up, some CSP projects certified, and now finishing up fiscal end-of-year projects. Brad Hughes from Madison SWCD has been contacted and is helping Nathan with AutoCAD. Donald Fishpaw, Civil Engineering Technician for Area 1 in Marion County, has been contacted to design some waterway projects that have been surveyed by Nathan Taylor.

IN THE MATTER OF AKNOWLEDGING NEW SUPERVISOR BRIAN REID AND TO APPOINT ANDREW "DEWEY" MANN TO FILL THE SUPERVISOR VACANCY OF CLYDE OHNEWHR'S RESIGNATION:

(At 8:20 a.m. - Barbara Martindale was contacted by phone for this motion.)

Bill moved, seconded by Barbara to acknowledge Brian Reid for his election win for Pickaway SWCD Supervisor to begin his term January 2022 and to process the form to the OSWCC for Andrew "Dewey" Mann to be appointed to finish out Clyde Ohnewehr's term through December 2022. Motion unanimously passed.

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

IN THE MATTER OF KEAVIN HILL/KIP SMITH POLLUTION PROBLEM FROM APRIL 2019:

Bill moved, seconded by Matt to close the pollution complaint between Keavin Hill and Kip Smith from April 2019. There is no record since the event that has been brought to the District's attention of a sediment issue. Mr. Hill still has an EQIP Waterway project that was designed and laid out in 2020 that will need to be installed or cancelled by the end of 2022. Motion passed.

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

IN THE MATTER OF IMPLEMENTING THE "LONGEVITY PAY POLICY":

Bill moved, seconded by Matt to approve the implementation of the "Longevity Pay Policy" (**Attachment C**). Motion passed.

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

IN THE MATTER OF THE APPROVING THE DISTRICT TECHNICIAN I & II POSITION DESCRIPTIONS:

Bill moved, seconded by Matt to approve the District Technician I and District Technician II position descriptions (**Attachment D & E**). Motion passed.

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

IN THE MATTER OF DONATION TO OFSWCD & OHIO ENVIROTHON COMM. WHEN HOSTING 2022 NCF ENVIROTHON:

After discussion this item has been tabled until December board meeting when more information on what will be needed for the event is discussed at the Area 5 Winter meeting on December 1st.

IN THE MATTER OF OVERTIME PAY:

After discussion, the board would like a form created for audit purposes for signatures and amounts of hours to be paid and an amendment to be written for the purpose of overtime pay in the Employment Policy. This will be discussed and approved at the next board meeting.

Matt arrived in person to the meeting at 8:55 a.m.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 08/14/2021 & 08/28/2021 as follows: **(Attachment F & G)**. Motion passed.

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

FYI – Scioto Farms Solar Project, LLC has contacted the office for help in finding sub surface design and installed projects in the project area.

FYI – Ag Day 2021 Final Report

FYI – State Match Report – Report from ODA DSWC & Amount received in September 2021

FYI – Calendar of Events

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

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Matt to adjourn the September 21, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 9:10 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, October 19, 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

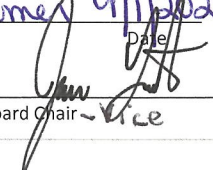
Barbara Martindale – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 DISTRICT FUND FINANCIAL STATEMENT
 August 1 through August 31, 2021

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$97,494.02	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Technical (Contribution Agreement/NRCS)(+\$4008.00)	5,823.00	
	Affiliate/Scholarship Fund (-\$500.00)	15,435.92	
	Education Programs Encumbered	1,691.69	
	EE Camps (+\$260.00 EE camp & \$50.00 Jr. EE camp-\$396 shirts)	2,668.62	
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11	
	Composting Workshop	20.00	
	Total MMA Checking Account		\$125,820.36
	Regular Checking Account		64,861.55
	Petty Cash		64.69
	Change Fund		100.00
	Total District Accounts		\$190,846.60
<u>Ref</u>			
454	EE Camp registrations	\$ 20.00	
several	Jr. EE Camp Registrations	\$ 60.00	
several	Plotter and copies	\$ 40.00	
455	Haynes - Flags	\$ 10.00	
457	Bill Black - reimbursement for Lynn's registration to SSS	\$ 125.00	
459	Regular Checking Interest	\$ 2.84	
	Total Receipts - Regular Checking Income		\$257.84
460	MMA Checking Interest	\$ 5.52	
	Total Receipts - MMA Account		\$5.52
	Total Receipts - Petty Cash		
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$263.36
<u>Ref</u>	<u>Expenses</u>		
C2262	Pickaway Co. 4-H Committee/sponsorships Awards & Camp	\$ 370.00	
C2263	Pickaway Co. Treasurer - Vender License	\$ 25.00	
C2264	Tarleton State University - Scholarship Steling Jarvis	\$ 500.00	
C2265	OSU, Bursar - Scholarship Danielle Jones	\$ 500.00	
C2266	Bill Black - reimbursement on room for SSS	\$ 134.47	
	Total Expenses Regular Checking		\$1,529.47
C1096	Amercan Farm Bureau Federation - 820 1st Grade Books	\$ 5,015.14	
	Total Expenses MMA Checking		\$5,015.14
	Petty Cash		
	Total Expenses for Petty Cash		\$0.00
	Total Expenses		\$6,544.61
	<u>Ending 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		\$184,565.35

Prepared by:

Tawn Seimer 9/1/2021
 Date

 Board Chair - Vice

Checked by:

Katerina Sharp 9-10-2021
 Date
 9-21-2021
 Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
 SPECIAL FUND FINANCIAL STATEMENT
 August 1 through August 31, 2021

Attachment B

Beginning Special Fund Balance		\$596,485.00
REVENUE		
State Match - Pay-In: None at this time	0.00	
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (2 pay periods 16 & 17)	\$12,432.70	
PERS	1,680.00	
MEDICARE	172.22	
INSURANCE	1,339.67	
SUPPLIES		
Office Mart - bright paper, mailing labels, message pads	94.49	
Office Mart - laminating pouches, wall calendar, planner,wipes & hand sanitizer	133.55	
CONTRACT - SERVICES		
Xerox Copier Lease	208.77	
Verizon Wireless	98.85	
Frontier - Phone, DSL	132.58	
Quench - March	40.31	
TRAVEL & EXPENSE		
Visa - Gas Card	42.20	
ADVERTISING & PRINTING		
Circle Printing - July newsletter printing & mailing 2558 pieces	1,637.12	
Ink My Logo - Conservationist of the Year plaque with set up	92.43	
Total Special Fund Expenses		\$18,104.89
Ending Special Fund Balance		\$578,380.11

Prepared by: Tawn Simpson 9/15/2021 Date
 Checked by: Katerina Sharp 9-16-2021 Date
 Vice-Chair [Signature] 9-21-2021 Date

Pickaway Soil and Water Conservation District

“Longevity Pay Policy”

COPY

A. Fulltime Pickaway Soil and Water Conservation District employees are eligible for an annual bonus based on longevity according to the following guidelines:

After 3 years of continuous service\$500.00

After 7 years of continuous service\$700.00

After 15 years of continuous service\$1,000.00

B. A full-time employee is defined as an employee who works at least 40 hours, or the standard workweek as established by the appointing authority, on a regularly scheduled basis. Only years serviced as a full-time employee of the Pickaway SWCD may be applied toward seniority for purposed of receiving longevity pay.

C. Payments are subject to the approval of the Board of Supervisors or appointing authority.

D. Longevity bonuses shall be in annual lump sum payments with the first regular paycheck in December.

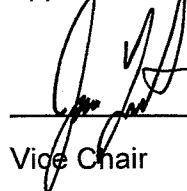
E. Payments shall be based on the number of completed years of continuous service with Pickaway SWCD, as measured by the of bonus payment. To be eligible for longevity pay, an employee shall have completed at least three (3) years of continuous service prior to the first pay date in December.

F. A break in continuous service shall constitute loss of seniority for purposes of receiving longevity pay. An authorized leave of absence does not constitute a break in service. Termination of employment lasting less than 31 days does not constitute a break in service.

G. There shall be no retroactive payments to any employees for longevity bonus payments earned prior to the adoption of this policy.

H. The Board of Supervisors reserves all rights as to the modification or deletion of the longevity bonus pay system.

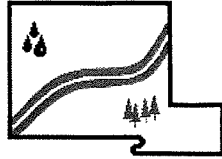
Approved and adopted on September 21, 2021



Vice Chair

9/21/21

Date



Pickaway Soil and Water Conservation District
 110 Island Road, Suite D
 Circleville, Ohio 43113-9056
 740-477-1693 Fax 740-477-3327

POSITION DESCRIPTION

COPY

TITLE: DISTRICT TECHNICIAN I

SUMMARY: The individual in this position provides technical assistance following policies and procedures approved by the Pickaway Soil and Water Conservation District Board of Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides assistance to land users and others requesting technical guidance on soil and water conservation issues.

Assists with site investigations, engineering surveys, and prepares engineering plans for conservation projects utilizing approved specifications and standards.

Assists with the supervision and inspection of the construction phase of designed conservation practices.

Assists in all phases of administrating the Ag Pollution Abatement program as well as Federal, State and local programs.

Maintains and submits all required reports and other documentation as requested by the Board of Supervisors and/or District Administrator.

Performs other duties as assigned

POSITION QUALIFICATIONS:

This position does not have any assigned Ohio Conservation Partnership Engineering Job Approval Authority.

This position will be assigned for employees in the Beginner Level training accomplishments.

SUPERVISION & GUIDANCE:

The District Administrator will provide direction in the employee's performance and time management processes and coordination of District Programs. Day-to-day supervision and work direction will be provided by senior technicians. Other staff members of the District and NRCS office may request assistance with additional duties upon approval of the District Administrator. This position does not supervise other employees.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against standards mutually developed for this position. Performance reviews, to chart progress and needs, will be conducted by the District Administrator. Bi-annually and/or annually the District Board of Supervisors will conduct a final performance review to discuss the employee's accomplishments and future needs. When position qualifications have been exceeded and technician is promoted to next technician level, a 10% wage increase will be awarded if district finances allow.

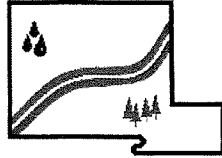
ADOPTED:

The Pickaway Soil and Water Conservation District Board of Supervisors have reviewed the District Technician I position description. This position description was approved and adopted at the regular monthly board meeting on September 21, 2021.

SWCD Board Vice Chair

9/21/21

Date



Pickaway Soil and Water Conservation District
 110 Island Road, Suite D
 Circleville, Ohio 43113-9056
 740-477-1693 Fax 740-477-3327

POSITION DESCRIPTION

TITLE: DISTRICT TECHNICIAN II

COPY

SUMMARY: The individual in this position provides technical assistance following policies and procedures approved by the Pickaway Soil and Water Conservation District Board of Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides assistance to land users and others requesting technical guidance on soil and water conservation issues.

Conducts site investigations, engineering surveys, and prepares engineering plans for conservation projects utilizing approved specifications and standards.

Coordinates the supervision and inspection of designed engineering practices during the construction phase.

Assists in all phases of administrating the Ag Pollution Abatement program as well as Federal, State and local programs.

Maintains and submits all required reports and other documentation as requested by the Board of Supervisors and/or District Administrator.

Performs other duties as assigned

POSITION QUALIFICATIONS:

This position may have assigned Ohio Conservation Partnership Engineering Job Approval Authority.

This position may be assigned for employees that have had Technician Development Program training in Advanced Levels.

SUPERVISION & GUIDENCE:

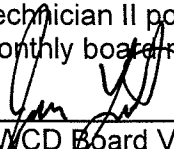
The District Administrator will provide direction in the employee's performance and time management processes and coordination of District Programs. Other staff members of the District and NRCS office may request assistance with additional duties upon approval of the District Administrator. This position could provide engineering training to District Technician I's.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against standards mutually developed for this position. Performance reviews, to chart progress and needs, will be conducted by the District Administrator. Annually the District Board of Supervisors will conduct a final performance review to discuss the employee's accomplishments and future needs.

ADOPTED:

The Pickaway Soil and Water Conservation District Board of Supervisors have reviewed the District Technician II position description. This position description was approved and adopted at the regular monthly board meeting on September 21, 2021.


 SWCD Board Vice Chair

9/21/21
 Date



Pickaway SWCD Leave Report

Pay Period #17 (8/1/2021 - 8/14/2021)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	188.50	4.60	0.00	193.10
Nathan Taylor	18.60	3.10	0.00	21.70
Tawn Seimer	266.76	7.70	8.00	266.46
Annual Leave Total				481.26

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	383.80	5.03	0.00	388.83
Nathan Taylor	28.19	4.60	0.00	32.79
Tawn Seimer	1,664.70	4.60	0.00	1,669.30
Sick Leave Total				2,090.92

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	34.27	11.25	0.00	45.52
Nathan Taylor	15.38	0.00	0.00	15.38
Tawn Seimer	3.32	0.00	0.00	3.32
Comp Time Total				64.22

Signature of Preparer: _____

Tawn Seimer _____ *Aug 16, 2021*
Date

Signature of Reviewing Board Member: _____

Math _____ *8/21/21*
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #18 (8/15/2021 - 8/28/2021)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	193.10	4.60	0.00	197.70
Nathan Taylor	21.70	3.10	0.00	24.80
Tawn Seimer	266.46	7.70	0.00	274.16
Annual Leave Total				496.66

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	388.84	4.66	1.75	391.75
Nathan Taylor	32.79	4.95	0.00	37.74
Tawn Seimer	1,669.30	4.66	0.00	1,673.96
Sick Leave Total				2,103.45

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	45.52	1.50	8.75	38.27
Nathan Taylor	15.38	9.00	0.00	24.38
Tawn Seimer	3.32	1.50	1.75	3.07
Comp Time Total				65.72

Signature of Preparer: _____

Tawn Seimer

8/30/2021

Date

Signature of Reviewing Board Member: _____

B.W. Block

9-21-2021

Date

Only approved timesheets are included in report calculation