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#### 2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD REGULAR MEETING HELD FEBRUARY 20, 2024

## 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 43113 IN THE 2<sup>ND</sup> FLOOR CONFERENCE ROOM.

#### DEWEY CALLED THE MEETING TO ORDER AT 8:02 A.M.

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

#### THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – No, Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes

#### THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Megan Sweeney – Yes, Matt Mauzy – Yes

#### THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – Yes

#### VISITORS OR GUESTS PRESENT: None

#### MINUTES RECORDER: Katerina

#### **PUBLIC/AGENCY COMMENTS:**

Cody and Brad gave an update about H2Ohio and My Farms. H2Ohio is expected to roll out in Pickaway County in Mid-April or May. The goal is to enroll 20,000 acres in the county.

#### IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Brian to approve minutes for the regular board meeting held January 16, 2024. Motion passed.

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

#### IN THE MATTER OF APPROVING THE DISTIRCT FUND BILLS/STATEMENT:

Bill moved, seconded by Matt to approve the January 2024 District Fund Financial Statement *(Attachment A)*. Motion passed.

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

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

Matt moved, seconded by Jonathan to approve the January 2024 Special Fund Financial Statement *(Attachment B).* Motion passed.

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

#### IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports.

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

NRCS employees are currently working on CRP, EQIP, and CSP. Pheasants Forever is working on re-enrolls for programs with wildlife practices. SWCD is working on the waterway programs. Matt is working on the EQIP programs. A new waterway sign up is coming up. Franklin NRCS is hiring a new person, Hayley Perkins, starting April 8.

#### UPDATE OF TECHNICIAN COMPUTER:

Brad shared an update regarding the purchase of a CCE computer from NRCS.

#### FARM BUREAU MEEING UPDATE - AG DAY AND ANNUAL MEETING:

Katerina shared an update from the previous Pickaway County Farm Bureau Meeting. Katerina and PCFB OD Chip Nelson will meet with PCCF Ag Committee in March to share about Ag Day. No annual meeting update to share.

#### IN THE MATTER OF THEN & NOWS FOR APPROVAL FOR PAYMENT:

Bill moved, seconded by Jonathan to approve the Then & Now's for payments of bills for Verizon Wireless - \$124.49 and U.S. Bank Equipment Finance (copier rent) \$244.04. Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

#### DISUCSSION OF JOB DUTIES FOR CURRENT EMPLOYEES AND NEW HIRE:

The board will continue to review current employee job descriptions and workloads and be ready to discuss job descriptions more at the March meeting.

#### IN THE MATTER OF 2024 OVERHOLT DRAINAGE SCHOOL:

Jonathan moved, seconded by Bill to approve to send Brad to the 2024 Overholt Drainage School in March. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Brian Reid – Yes Bill Black – Yes Jonathan Lohstroh – Yes Dewey Mann – Yes \\SERVER\public\Admin\Agenda & Journal Minutes\Journals - Meeting Minutes\2024 Supervisor Journal - Minutes\2-FEBRUARY 20, 2024 SUPERVISORS JOURNAL.docx

#### IN THE MATTER OF SUMMER INTERN JOB DESCRIPTION:

Bill moved, seconded by Matt to approve the job description and pay range as presented for one summer education intern. Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

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

Matt moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 1/13/2024 and 1/27/2024 as follows: **(Attachment C & D).** Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

#### SUPERVISOR ELECTION PAPERWORK:

As the election nominations chair, Dewey was given the paperwork for the supervisor election. There will be one open seat on the board to fill. The current board member in this seat will not seek re-election.

#### IN THE MATTER OF BECOMING A SPONSOR FOR THE PHEASANTS FOREVER BANQUET:

Bill moved, seconded by Matt to approve the district to be a Silver Level Sponsor of the Deer Creek Pheasants Forever Chapter's March 2 Annual Banquet for \$150. This sponsorship includes two tickets for admission to the banquet. Jonathan and Dewey may attend. Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

#### FYI – State Match Report

FYI - Calendar of Events - Dewey will try to attend next commissioners meeting

FYI – Quarterly Report for County Commissioners

**FYI – ODA Updates for Area 5 SWCD Board Meetings – February 2024 Report** – Bill plans to attend the March 26 HR Training with Tawn

#### THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Jonathan, seconded by Matt to adjourn the February 20, 2024 Pickaway Soil & Water Conservation District meeting of the board at 9:17 a.m. Motion passed.

Vote on Motion (Y, N or A):Matt Anderson – YesBrian Reid – YesBill Black – YesJonathan Lohstroh – YesDewey Mann – Yes

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#### The next regular board meeting is scheduled for <u>Tuesday, March 19, 2024 at 8:00 a.m.</u> in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Dewey Mann – Chairperson	Date	Brian Reid – Secretary	Date
Minutes Recorder	Date		

#### PICKAWAY SOIL AND WATER CONSERVATION DISTRICT DISTRICT FUND FINANCIAL STATEMENT January 1 through January 31, 2024

	Beginning Balances		T	
	Money Market Checking Account			
	Unencumbered Funds	\$60,913.00		
	Engineering Deposit Encumbered	-		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected) (+16,452.75)	26,058.74		
	Affiliate/Scholarship Fund Ag Day Program	8,505.82		
	Education Programs	1,074.21	1	
	EE Camps	3,930.37		
	Total MMA Checking Account		\$100,482.14	
	Regular Checking Account		72,424.95	
	Petty Cash		140.50	
	Change Fund		100.00	
	Total District Accounts			\$173,147.59
Ref				
	Tree Sales	\$ 1,805.00		
	Fish Sales	\$ 582.80		
	Steck - 2 rain barrel kits	\$ 60.00		
	Flag sales	\$ 18.00		
	Affiliate Memberships EE Camp registration	\$ 2,990.00		
5222	Engineering Fees - 25.83 ac @ \$6/ac	\$ 20.00 \$ 154.98		
3589	GP Drill rental - partial pmt	\$ 100.00		
***	Sales Tax Received for the Month	\$ 177.35		
5224	Regular Checking Interest	\$ 62.89		
	Total Receipts - Regular Checking Income		\$5,971.02	
5225	MMA Checking Interest	¢ 05.14		
5225	Total Receipts – MMA Account	\$ 85.14	\$85.14	
		\$-	φ0 <u></u> 0.14	
	Total Receipts - Petty Cash	φ -	\$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts		φ0.00	\$6,056.16
				\$0,000.10
Ref	Expenses			
	Visa - Area 5 Winter Meeting - 4 Staff & 3 Supervisors	\$ 161.00		
	Visa - Rain Barrel Kits (40) for workshop	\$ 986.28		
02357	Ag Pro - service & repairs on JD Gator	\$ 369.57	0	¢ 074.00
	Gary D Kenworthy Trust Acct - Engineering fee refund/C Roberts - \$20 Treasurer, State of Ohio - July - Dec 2023 sales tax due to State	\$ -	2nd ck	\$ 274.00
02309	The Savings Bank - stop payment on C Roberts check for 294.00.	\$ 23.68 \$ -	atan anat	\$ 20.00
		<b>р</b> -	stop pmt	\$ 20.00
	Total Expenses Regular Checking		\$1,540.53	
			\$1,010.00	
	Total Expenses MMA Checking		\$0.00	
	Petty Cash			
		\$ -		
		Ψ		
	Total Expenses for Petty Cash		\$0.00	
	Total Expenses for Ferry dash		ψ0.00	\$1.540.53
	Ending Balances			ψ1,0 <del>1</del> 0.00
	Money Market Checking Account			
	Unencumbered Funds	\$57,833.16		
	Engineering Deposit Encumbered (ck # 2333 for \$294.00 voided)	-	reissued ck #	2358
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (+2990.00)	11,495.82		
	Ag Day Program	-		
	Education Programs	1,074.21		
	EE Camps (+20.00 camp regs) Total MMA Checking Account	3,950.37	\$100 FC7 00	
	Regular Checking Account		\$100,567.28 76,855.44	
	Petty Cash		140.50	
	Change Fund Total District Accounts		100.00	\$177,663.22

Prepared by: TaunSeimen 25 2024 Checked by: Mialua Ram <u>2/6/24</u> Date Deruey Board Chair Mann 2 24 Date

#### PICKAWAY SOIL AND WATER CONSERVATION DISTRICT SPECIAL FUND FINANCIAL STATEMENT January 1 through January 31, 2024

Beginning Special Fund Balance	-	\$728,228.52
REVENUE	AF 405 00	
State Match	\$ 45,105.00	
County Match for 2024	210,000.00	
Bureau of Workers Comp refund	36.84	COFE 444 04
Total Special Fund Revenue		\$255,141.84
EXPENSES		
SALARIES (2 pay periods 1 & 2)	\$17,918.00	
PERS	2,459.24	
MEDICARE	251.26	
MEDICAL INSURANCE & DENTAL	2,856.06	
CONTRACT - SERVICES	244.04	_
Xerox Copier Lease	244.04 124.49	
Verizon Wireless Frontier - Phone, DSL	124.49	
Quench - water filter lease	44.34	
Quencii - water nitter nease	44.04	
TRAVEL & EXPENSES		
Visa - Fuel	52.00	
ADVERTISING & PRINTING		
Taylor Printing - January newsletter 1077 pcs.	1,389.33	
APG Medial of Ohio, LLC - Legal notic in Herald 2024 Board mtgs	55.81	
Total Special Fund Expenses		\$25,591.88
Inding Special Fund Balance		\$957,778.48
Prepared by: Taun Seimon 2/7/2024 Checked by: <u>Aa</u> Date <u>Remey Mann</u> 2/20	nialina/ha	2 <u>18/2</u> Date
Chair d/ 20	/ <u>24</u> ate	

# Pickaway SWCD Leave Report Pay Period #2 (12/31/2023 - 1/13/2024)

## Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	35.98	4.60	0.00	40.58
Brad Hughes	120.45	6.20	0.00	126.65
Katerina Sharp	145.55	4.60	0.25	149.90
Tawn Seimer	171.61	7.70	0.00	179.31
		Annua	LL AAVA T	stal 406 44

Annual Leave Total 496.44

## Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	136.11	4.60	3.00	137.71
Brad Hughes	102.83	4.60	3.00	104.43
Katerina Sharp	616.20	4.60	0.00	620.80
Tawn Seimer	1,766.09	4.60	0.00	1,770.69
		Sick	eave Total	2 633 63

## Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	23.25	0.00	0.50	22.75
Brad Hughes	22.00	0.00	9.00	13.00
Katerina Sharp (-10 hr. comp pay out)	50.30	(10.00)	0.00	40.30
Tawn Seimer	8.07	0.00	0.00	8.07
Comp Time Total 84				Total 84.12

aun Deime Signature of Preparer: Date Signature of Reviewing Board Member: Date

Only approved timesheets are included in report calculation



## Pickaway SWCD Leave Report Pay Period #3 (1/14/2024 - 1/27/2024)

## Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	40.58	4.60	0.00	45.18
Brad Hughes	126.65	6.20	1.50	131.35
Katerina Sharp	149.90	4.60	0.00	154.50
Tawn Seimer	179.31	7.70	0.00	187.01
		Annua	LL oave Total	518 04

Annual Leave Total 510.04

### Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	137.71	4.83	32.00	110.54
Brad Hughes	104.43	4.84	3.00	106.27
Katerina Sharp	620.80	5.16	8.00	617.96
Tawn Seimer	1,770.69	4.60	0.00	1,775.29
		Sick	Leave Tot	al 2,610.06

## Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	22.75	6.00	0.00	28.75
Brad Hughes	13.00	6.38	0.00	19.38
Katerina Sharp (-10 hr comp pay out)	40.30	4.63	3.00	41.93
Tawn Seimer	8.07	0.00	1.00	7.07
Comp Time Total 971				

Comp lime lotal 97.13

Run Signature of Preparer: Date Signature of Reviewing Board Member: Date

Only approved timesheets are included in report calculation