

**2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD  
REGULAR MEETING HELD JULY 20, 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 2<sup>ND</sup> FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):**

**Clyde called the meeting to order at 8:03 am.**

Matt Anderson – Absent, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,  
Bill Black – Yes, Jonathan Lohstroh – Yes.

**THE FOLLOWING SWCD PERSONNEL WERE PRESENT AT VARIOUS TIMES (Y OR N):**

Tawn Seimer –Yes, Katerina Sharp – Yes, Nathan Taylor – Yes, Frank Clarke - Yes

**Minutes Recorder: Tawn**

**THE FOLLOWING NRCS/PHEASANTS FOREVER PERSONNEL WERE ALSO PRESENT (Y OR N):**

Justin Armintrout, NRCS DC - No, 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 Barbara to approve minutes of the Regular Meeting held June 15, 2021.  
Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

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

Bill moved, seconded by Barbara to approve June District Fund Financial Statement (***Attachments A***).  
Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

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

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

Vote on Motion (Y, N or A): Barbara Martindale–Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

**IN THE MATTER OF REVIEWING THE DISTRICT ACTIVITIES REPORT:**

The board reviewed the District Staff activity reports. Katerina gave an update on the Pickaway County Fair Booth. Nathan provided information on a pollution problem in Deer Creek township.

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

Justin was not available to give NRCS updates.

**IN THE MATTER OF PURCHASING THE 1<sup>ST</sup> GRADE AG BOOKS FOR 2021:**

Jonathan moved, seconded by Bill to purchase 820 soft cover books "Right This Very Minute: a table-to-farm book about food and farming" at \$6.00 each for Pickaway County 1<sup>st</sup> Graders. 20 to 25 books will be placed on tables at the PCCF Farm to Plate meal presented on September 9<sup>th</sup>. The books will be purchased with District Fund line items of Ag Book grant fund and Affiliate/Scholarship fund. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

**IN THE MATTER OF THE COUNTY ELECTED OFFICIALS VOTE TO ALLOW JUNETEENTH HOLIDAY TO BE OBSERVED ON OCTOBER 22, 2021:**

Jonathan moved, seconded by Barbara to approve for the district to follow the County Elected Officials in observing Juneteenth this year on October 22, 2021. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

**FYI - IN THE MATTER OF SURVEY FOR THE UPPER SCIOTO RIVER QUESTIONNAIRE:**

The Board will fill out the survey individually and present the results to Tawn.

**FYI - IN THE MATTER OF THE DISTRICT CHARGING TAXES ON FOR-SALE ITEMS:**

The Ohio Department of Tax will be requiring the SWCD District's to charge tax to non-exempt customers. The amount of the tax, when to begin taxing is unclear at this moment.

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

Bill moved, seconded by Barbara to approve the Employee Leave Reports as of pay period end dates 06/19/2021 & 07/03/2021 as follows: **(Attachment C & D)**. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

**FYI – State Match Report – Expect next payment in Mid-September close to 90%.**

**FYI – Calendar of Events**

**FYI – ODA Updates for Area 5 SWCD Board Meetings – July 2021 Report, Beehive will be updated by first of August.**

**FYI – Nathan gave the board the Waterway Project Report for review.**

**FYI – Clyde mentioned the need to review all the District's MOU's.**

**IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS PERSONNELL:**

Barbara moved at **8:45 a.m.**, seconded by Jonathan to go into executive session to discuss Personnel. Motion passed. Cody Hacker and Tawn Seimer were asked to stay.

Roll Call: Barbara Martindale – Yes, Jonathan Lohstroh – Yes,  
Bill Black – Yes, Clyde Ohnewehr – Yes

**The board came out of executive session at 9:41 am.**

**IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:**

It was moved by Barbara, seconded by Jonathan to adjourn the July 20, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 9:49 a.m. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Jonathan Lohstroh - Yes  
Bill Black – Yes Clyde Ohnewehr – Yes

The next regular board meeting is scheduled for **Tuesday, August 17, 2021 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

\_\_\_\_\_  
Clyde Ohnewehr– Chairperson      Date

\_\_\_\_\_  
Barbara Martindale – Secretary      Date

\_\_\_\_\_  
Minutes Recorder                      Date

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

Attachment A

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$101,235.16	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Technical (Contribution Agreement - NRCS)	1,815.00	
	Affiliate/Scholarship Fund (-500.00 R. Minor scholarship)	15,935.92	
	Education Programs Encumbered	1,691.69	
	EE Camp Encumbered (+60.00 registrations)	2,424.62	
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11	
	Composting Workshop - (+\$5.00) With Parks & Solid Waste	20.00	
	Total MMA Checking Account		\$125,809.50
	Regular Checking Account		61,590.18
	Petty Cash		101.28
	Change Fund		100.00
	Total District Accounts		<b>\$187,600.96</b>
<b>Ref</b>			
several	EE Camp registrations	\$ 240.00	
several	Jr. EE Camp Registrations	\$ 90.00	
423	Parks District - reimburse of booth rental	\$ 68.33	
424	RPHF Solid Waste - reimbursement of booth rental	\$ 68.33	
413	Art Taylor - Outlet signs	\$ 96.00	
several	Great Plains no-till drill rentals & repairs (\$345.63)	\$ 1,053.63	
794	Regular Checking Interest	\$ 2.85	
	<b>Total Receipts - Regular Checking Income</b>		<b>\$1,619.14</b>
795	MMA Checking Interest	\$ 5.69	
	<b>Total Receipts - MMA Account</b>		<b>\$5.69</b>
C2250	Petty Cash Replenishment	\$ 112.21	
	<b>Total Receipts - Petty Cash</b>		<b>\$112.21</b>
	<b>Total Receipts - Regular &amp; MMA &amp; Petty Cash Accounts</b>		<b>\$1,737.04</b>
<b>Ref</b>	<b>Expenses</b>		
C2247	Anderson Equipment - Drill tongue repair	\$ 370.63	
C2248	Visa - Paint for barrels (\$110.12) Tarp & straps for Drill (\$27.97)	\$ 138.09	
C2249	Ink My Logo - Decal replacement for drill	\$ 10.00	
C2250	Petty Cash Replenishment	\$ 112.21	
C2251	Pickaway Ag Society - 1 weekly fair pass	\$ 25.00	
C2252	Ink My Logo - staff shirts and jacket	\$ 318.00	
C2253	Scioto Signs Co - Cooperator sign	\$ 29.60	
C2254	Pickaway Co. Community Foundation - virturl recognition	\$ 150.00	
C2255	Fairfield SWCD - 1/4 of 2021 District Science fair awards	\$ 56.25	
C2256	Ink My Logo - Supervisor shirt	\$ 18.00	
	<b>Total Expenses Regular Checking</b>		<b>\$1,227.78</b>
	<b>Total Expenses MMA Checking</b>		<b>\$0.00</b>
	<b>Petty Cash</b>		
128	Kroger - mushrooms for a webinar training	\$ 2.49	
129	Pickaway Co. Sheriff - Nathan background check	\$ 61.00	
130	Sutherlands - Rain barrel finish paint	\$ 8.99	
131	Pickaway Co. Sheriff - Frank background check	\$ 61.00	
	<b>Total Expenses for Petty Cash</b>		<b>\$133.48</b>
	<b>Total Expenses</b>		<b>\$1,361.26</b>
<u>Ending Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$100,910.85	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered (last project installed 10/2019)	-	
	Technical (Contribution Agreement - NRCS)	1,815.00	
	Affiliate/Scholarship Fund	15,935.92	
	Education Programs Encumbered	1,691.69	
	EE Camps (+\$240.00 EE camp & \$90.00 Jr. EE camp)	2,754.62	
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11	
	Composting Workshop	20.00	
	Total MMA Checking Account		\$125,815.19
	Regular Checking Account		61,981.54
	Petty Cash		80.01
	Change Fund		100.00
	Total District Accounts		<b>\$187,976.74</b>

Prepared by: Tawn Seimer 7/8/2021 Date  
 Checked by: Katerina Sharp 7-8-21 Date  
Clyde Cheneau 7-20-21  
 Board Chair Date

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

Attachment B

Beginning Special Fund Balance		\$640,043.35
<b>REVENUE</b>		
State Match - Pay-In: None at this time	0.00	
<b>Total Special Fund Revenue</b>		
<b>EXPENSES</b>		
SALARIES (2 pay periods 11 & 12)	\$12,276.00	
PERS	1,680.00	
MEDICARE	169.95	
INSURANCE	1,436.61	
<b>SUPPLIES</b>		
Office Mart - Wireless keyboard & mouse, file folders, wipes, spray	170.62	
Postmaster - Postage for July newsletter mailing	500.00	
Office Depot -2021 Desksop Quick Books Pro software subscription	222.02	
<b>CONTRACT - SERVICES</b>		
Xerox Copier Lease	217.80	
Verizon Wireless	99.01	
Frontier - Phone, DSL	132.46	
Quench - March	40.31	
<b>TRAVEL &amp; EXPENSE</b>		
Visa - Gas Card	92.62	
<b>ADVERTISING/PRINTING</b>		
Ink My Logo - 4 X 6 SWCD Banner for fair booth	96.00	
Sharon' Trophies - 4H medals for Naturalist Overall & Runner Up	31.00	
<b>EQUIPMENT</b>		
Perfection One - remove decals from 2008 Ford truck	200.00	
JS Customs - installed Quick Books program and changed server settings for technicians to use wi-fi.	141.50	
<b>Total Special Fund Expenses</b>		
		\$17,505.90
Ending Special Fund Balance		\$622,537.45

Prepared by: Tawn Seimon 7/7/2021 Date  
 Checked by: Katerina Sharp 7-7-21 Date  
Clyde Chinn 7-20-21  
 Chair Date





# Pickaway SWCD Leave Report

Pay Period #13 6/06/2021 - 6/19/2021

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	3.10	3.10	0.00	6.20
Katerina Sharp	146.60	3.10	0.00	149.70
Nathan Taylor	6.20	3.10	0.00	9.30
Tawn Seimer	275.96	7.70	0.00	283.66
<b>Annual Leave Total</b>				<b>448.86</b>

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	4.64	4.60	0.00	9.24
Katerina Sharp	365.60	5.00	0.00	370.60
Nathan Taylor	9.30	4.67	0.00	13.97
Tawn Seimer	1,649.25	4.60	0.00	1,653.85
<b>Sick Leave Total</b>				<b>2047.66</b>

## Comp Time

Employee	Begin	Earned	Used	End Balance
Frank Clarke	1.13	0.01	0.00	1.13
Katerina Sharp	35.02	10.50	2.25	43.27
Nathan Taylor	2.63	1.88	0.00	4.51
Tawn Seimer	2.82	0.00	0.00	2.82
<b>Comp Time Total</b>				<b>51.73</b>

Signature of Preparer: \_\_\_\_\_

*Tawn Seimer*

*6/21/2021*

Date

Signature of Reviewing Board Member: \_\_\_\_\_

*[Handwritten Signature]*

*7/20/2021*

Date

*Only approved timesheets are included in report calculation*



## Pickaway SWCD Leave Report

Pay Period # 14 6/20/2021 to 7/3/2021

## Annual Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke (+ 1.5 yrs. Service)	6.20	3.10	0.00	9.30
Katerina Sharp (+40 - 3 yr anniv.)	149.70	44.60	0.00	194.30
Nathan Taylor	9.30	3.10	0.00	12.40
Tawn Seimer	283.66	7.70	40.00	251.36
<b>Annual Leave Total 467.36</b>				

## Sick Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke (added 12. 8 hrs)	9.24	17.76	0.00	27.00
Katerina Sharp	370.60	5.00	0.00	375.60
Nathan Taylor	13.97	4.96	0.00	18.93
Tawn Seimer	1,653.85	4.60	0.00	1,658.45
<b>Sick Leave Total</b>				

## Comp Time

Employee	Begin	Earned	Used	End Balance
Frank Clarke	1.13	9.38	0.00	10.51
Katerina Sharp	43.27	10.50	0.00	53.77
Nathan Taylor	4.50	9.38	0.00	13.88
Tawn Seimer	2.82	0.00	1.00	1.82
<b>Comp Time Total 79.98</b>				

Signature of Preparer: \_\_\_\_\_

Tawn Seimer

Date

July 7, 2021

Signature of Reviewing Board Member: \_\_\_\_\_

Barbara Martindale

Date

7/20/2021

Only approved timesheets are included in report calculation