

**2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JUNE 13, 2023**

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):

Matt called the meeting to order at 8:03 am.

Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Yes, Dewey Mann – Yes (at 8:06 am),
Jonathan Lohstroh - Yes

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

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriaenna Karr - Yes, Emma Brown – Yes,
Quincy Lowery – Yes.

Minutes Recorder: Tawn

THE FOLLOWING NRCS PERSONNEL WERE ALSO PRESENT (Y OR N):

Justin Armintrout, NRCS DC – Yes, Matt Mauzy – 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 BOARD MEETING:

Bill moved, seconded by Jonathan to approve minutes for the Regular Board Meeting held May 16, 2023.
Motion passed.

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

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

Bill moved, seconded by Jonathan to approve the May 2023 District Fund Financial Statement
(Attachment A). Motion passed.

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

Dewey Mann arrived at 8:06 a.m.

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

Bill moved, seconded by Jonathan to approve the May 2023 Special Fund Financial Statement
(Attachment B). Motion passed.

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

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports with staff updates.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave an NRCS update. He is finishing up on CSP and EQIP applications. Making CRP modifications for payments. A couple of wetlands have come in. There will be a meeting at Alan Gabriel's with a drone demonstration this week for surveying for a wetland with Ross and Butler counties. NRCS has a MOU to do wetland surveys with drones. NRCS is still working on filling the Soil Conservationist position to fill Eli's spot. Justin is finishing up things in Franklin County office and is working from there one day a week.

Dewey took over the meeting at this time.

IN THE MATTER OF THE SWCD NOMINATING COMMITTEE:

Matt gave an update on the Nominating Committee; he has contacted several people and no one has been interested in being a candidate for supervisor. The Election Committee EL-3 form needs to be given to the Pickaway SWCD office by July 4, 2023.

IN THE MATTER OF SUMMER SUPERVISOR SCHOOL AGENDA AND ATTENDANCE:

Bill will attend Sunday and Monday; he will book the room for he and his wife. Dewey would like to attend on Monday.

IN THE MATTER OF 2023 CONSERVATIONIST OF THE YEAR:

Bill moved, seconded by Jonathan to nominate Richard Clifton for the 2023 Conservation of the Year. Brad will set up an interview time with Mr. Clifton and a supervisor to create a bio for the annual meeting introduction. Motion passed.

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

IN THE MATTER OF A NOMINATION FOR OHIO CONSERVATION FARM FAMILY AWARD:

The board and staff did not come up with a nomination for the Ohio Conservation Farm Family Award this year.

IN THE MATTER OF UPDATES TO THE CONSERVATION ENGINEERING PRACTICE AGREEMENT:

Bill moved, seconded by Jonathan to approve the updated Conservation Engineering Practice Agreement form to include \$8.00/acre fee for subsurface drainage plans with As-Built, \$250.00 fee for each conservation plan developed for individuals, and \$750.00 fee for each conservation engineering plan developed for groups of two or more landowners. These services will not be advertised at this time. Motion passed.

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

IN THE MATTER OF VACATION LEAVE REQUEST FOR TAWN SEIMER:

Matt moved, seconded by Brian to approve vacation for Tawn Seimer on June 20, 2023 to June 23, 2023. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Matt Anderson – Yes
Jonathan Lohstroh – Yes, Dewey 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 5/20/2023 & 6/03/2023 as follows: **(Attachment C & D)**. Motion passed.

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

IN THE MATTER OF ANNUAL MEETING UPDATE:

Katerina gave an update on the annual meeting. After talking with Bennett Musselman with Farm Bureau a decision was made to change the date of the Annual Meeting to Saturday, September 16, 2023. Location will be at Justin Adams barn on State Route 56 West. Voting and registration will be from 2:00 – 3:00 p.m., meeting of both Pickaway SWCD and Pickaway County Farm Bureau from 3:00 – 4:00 p.m., meal from 4:00 – 6:00 p.m. with the Ohio State football game viewed beginning at 4:00 p.m. There is a Pickaway County Farm Bureau meeting on June 14, 2023 to finalize some of these decisions.

IN THE MATTER OF RETURNING AN ENGINEERING DEPOSIT:

Bill moved, seconded by Matt to approve the return of an engineering deposit from Charles Roberts for \$294.00. The practice of a subsurface tile plan was not completed. The project was signed up 2/01/2010 and has been waiting for landowner to determine the depth of main at road since August 2018. Motion passed.

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

IN THE MATTER OF SETTING UP A MEETING WITH THE COUNTY ENGINEER:

The Board has agreed to have Brad set up a meeting with the County Engineer, Chris Mullins to go over the MOU with the District. A board member will be asked to attend.

FYI – 2024 – 2025 Biennial Budget update from OFSWCD

FYI – State Match Report – all payments have been received

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – June Report - Cody added on July 17, 2023 – a meeting on H2O program with ODNR at Athens for Area 5 Districts

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Matt to adjourn the June 13, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 9:19 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, July 18, 2023 at 8:00 – 10:00 am**, in the Conference Room, located at 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
 May 1 through May 31, 2023

Attachment A

<u>Beginning Balances</u>			
	Money Market Checking Account		
	Unencumbered Funds	\$65,015.34	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected)	3,642.74	
	Affiliate/Scholarship Fund (+ 960.00 memberships -552.40 5th grade trees)	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+50 registrations)	2,836.78	
	Total MMA Checking Account		\$84,123.29
	Regular Checking Account		72,323.93
	Petty Cash		150.00
	Change Fund		100.00
	Total District Accounts		\$156,697.22
Ref			
several	EE Camp registrations	\$ 720.00	
several	Jr. EE Camp registrations	\$ 160.00	
several	Rain Barrels & kits	\$ 245.00	
several	Rain Barrel Kits only	\$ 25.00	
3492	Technical Assesment Surveys	\$ 2,400.00	
several	Great Plains drill rental payments	\$ 320.40	
***	Sales Tax Received for the Month	\$ 26.84	
3371	Regular Checking Interest	\$ 66.87	
	Total Receipts - Regular Checking Income		\$3,964.11
3372	MMA Checking Interest	\$ 76.09	
	Total Receipts - MMA Account		\$76.09
	Total Receipts - Petty Cash		\$0.00
	Total Receipts - Regular & MMA & Petty Cash Accounts		\$4,040.20
Ref	Expenses		
C2329	Pickaway Co. Agricultural Society - 1/3 of fair booth rental	\$ 110.00	
C2330	Spectrum Analytic, Inc - postage for bags and forms	\$ 11.46	
	Total Expenses Regular Checking		\$121.46
	Total Expenses MMA Checking		\$0.00
	Petty Cash		
167	Sutherlands - School program supplies	\$ 7.99	
	Total Expenses for Petty Cash		\$7.99
	Total Expenses		\$129.45
	Ending Balances		
	Money Market Checking Account		
	Unencumbered Funds	\$60,931.43	
	Engineering Deposit Encumbered	294.00	
	Engineering Fee Encumbered	-	
	Technical (Contribution Agreement/NRCS & Fees collected) (OACC + 2400.00)	6,042.74	
	Affiliate/Scholarship Fund	11,010.57	
	Education Programs Encumbered	1,323.86	
	EE Camps (+ \$ 880.00 registrations)	4,596.78	
	Total MMA Checking Account		\$84,199.38
	Regular Checking Account		76,166.58
	Petty Cash		142.01
	Change Fund		100.00
	Total District Accounts		\$160,607.97

Prepared by:

Tawn Semmer 6/1/2023
 Date

Checked by:

Kati [Signature] 6-2-23
 Date

Denny Mann [Signature]
 Board Chair

6-13-23
 Date

**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
May 1 through May 31, 2023**

Attachment B

Beginning Special Fund Balance		\$864,805.82
REVENUE		
	\$ -	
Total Special Fund Revenue		\$0.00
EXPENSES		
SALARIES (2 pay periods 9 & 10)	\$13,463.00	
PERS	1,860.18	
MEDICARE	187.52	
MEDICAL INSURANCE & DENTAL	2,675.78	
SUPPLIES		
Capital One/Walmart - kleenex & batteries	26.82	
Office Mart - mouse pads, wrist pads, box of paper, small printer tone	169.31	
CONTRACT - SERVICES		
Xerox Copier Lease	229.11	
Verizon Wireless	97.93	
Frontier - Phone, DSL	191.93	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	309.45	
EDUCATION/SCHOLARSHIP		
Capital One/Walmart - LWG snacks and flashlights for program	19.94	
EQUIPMENT		
Visa - Precision Laser - quick release coupler for receiver on gator	320.64	
Total Special Fund Expenses		\$19,595.95
Ending Special Fund Balance		\$845,209.87

Prepared by: Tamm Seimer 6/2/2023 Date Checked by: Kurt 6-2-23 Date
 Chair: Deley Munn 6-13-23 Date



Pickaway SWCD Leave Report

Pay Period # 11 (5/7/2023 - 5/20/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Brad Hughes	86.30	6.20	1.00	91.50
Katerina Sharp	199.60	4.60	0.00	204.20
Tawn Seimer	133.46	7.70	0.00	141.16
Annual Leave Total				436.86

Sick Leave

Employee	Begin	Earned	Used	End
Brad Hughes	107.84	4.69	0.00	112.53
Katerina Sharp	538.03	4.69	0.00	542.72
Tawn Seimer	1,712.33	4.72	8.00	1,709.05
Sick Leave Total				2,364.30

Comp Time

Employee	Begin	Earned	Used	End
Brad Hughes	42.50	2.25	0.00	44.75
Katerina Sharp (-5 hr. comp pay out)	124.05	(2.75)	0.00	121.30
Tawn Seimer	23.20	3.00	1.25	24.95
Comp Time Total				191.00

Signature of Preparer: Tawn Seimer 5/22/2023
Date

Signature of Reviewing Board

[Signature]
Date

Only approved timesheets are included in report calculation



Pickaway SWCD Leave Report

Pay Period #12 (5/21/2023 - 6/3/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	0.00	1.24	0.00	1.24
Brad Hughes	91.50	6.20	8.00	89.70
Katerina Sharp	204.20	4.60	0.00	208.80
Tawn Seimer	141.16	7.70	0.00	148.86
Annual Leave Total				448.60

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	0.00	1.84	0.00	1.84
Brad Hughes	112.52	4.63	0.00	117.15
Katerina Sharp	542.72	4.60	0.00	547.32
Tawn Seimer	1,709.05	4.60	0.00	1,713.65
Sick Leave Total				2,379.96

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	0.00	0.00	0.00	0.00
Brad Hughes	44.75	0.75	0.00	45.50
Katerina Sharp (-5 hr comp pay out)	121.30	(5.00)	26.00	90.30
Tawn Seimer	24.95	0.00	0.00	24.95
Comp Time Total				160.75

Signature of Preparer: Tawn Seimer 6/5/2023
Date

Signature of Reviewing Board [Signature] 6/13/2023
Date

Only approved timesheets are included in report calculation