2026 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JANUARY 20, 2026

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):

Dewey called the meeting to order at 8:01 am.

Dewey Mann – Yes, Bill Black– Yes, Liza Musselman –Yes (virtually)
Jonathan Lohstroh – Yes, Matt Anderson- No

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

Brad Hughes –Yes, Katerina Sharp - Yes, Adriahna Karr – Yes, Jade Collie-Yes.

Minutes Recorder: Brad Hughes and Jade Collie

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

Justin Armintrout, NRCS DC - Yes, Matt Mauzy – Yes.

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): Yes

VISITORS OR GUESTS PRESENT: District Court Judge Michael Hess

Dewey Mann and Matt Anderson were elected to the board of supervisors on August 13th, 2025, at the Annual Meeting/Banquet. Dewey Mann was sworn in on January 20th, 2026, at the Pickaway SWCD January board meeting by Judge, Micheal Hess. His term begins on January 1, 2026 and ends on December 31, 2028.
(Copy of Supervisor Oath of Office – Attachment A)

Reorganization of the Board took place and the results are: Dewey Mann - Chair,
Liza Musselman - Vice Chair, Bill Black – Member/Fiscal Agent, Matt Anderson – Secretary,
Jonathan Lohstroh– Treasurer, with the 2026 Committee Chair and Staff list ***(Attachment B).***

Meeting resumed at 8:23 am with Dewey as Chairman

PUBLIC/AGENCY COMMENTS- None

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING:

Jonathan moved, seconded by Bill to approve minutes for the Regular Meeting held December 9, 2025. Motion passed. ***(Attachment C)***

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

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

Bill moved, seconded by Jonathan to approve the December 2025 District Fund Financial Statement ***(Attachment D).*** Motion passed.

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

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

Bill moved, seconded by Jonathan to approve the December 2025 Special Fund Financial Statement ***(Attachment E).*** Motion passed.

Vote on Motion (Y, N or A): 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 CERTIFICATION OF FISCAL AGENT FOR AUDITOR & THE SAVINGS BANK:

Jonathan moved, seconded by Dewey to approve Bill to be the Fiscal Agent. A letter will be sent to the Pickaway Co. Auditor and The Savings Bank. ***(Attachment F & G)*** Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes, Jonathan Lohstroh – Yes, Dewey Mann- Yes.

Bill Black will perform as Fiscal Agent. Letter of 2026 - Certification of Fiscal Agent will be given to Auditor's Office to include authorizing signatures from Brad Hughes, Jade Collie, Katerina Sharp, Jonathan Lohstroh and Bill Black for purchase orders, vouchers and payroll reports. A letter will be sent to the Savings Bank for allowable signatures on checking accounts of Bill Black, Jonathan Lohstroh, Brad Hughes, Jade Collie, Katerina Sharp and Adriahna Karr.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave a NRCS update. We have completed all CSP Payments for 2025. Working on CSP & EQIP applications with a deadline for applications of January 15th. We are looking at re-enrolls and mid contract management for CRP, CRP payments and CRP is not open currently. Matt is working on waterways in other counties.

FYI – The 2025 Great Plains Rental report was given to the Board for review.

FYI – The 2025 Fuel & Maintenance Vehicle Expense report was given to the Board for review.

IN THE MATTER OF Katherine Shauger resignation letter (Attachment H):

Jonathan moved, seconded by Bill to approve the resignation of Katherine Shauger. Motion passed.

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

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

Bill moved, seconded by Matt to approve the Then & Now's for payments of bills for, APG Media of Ohio LLC - $55.81, Frontier- $102.60, Quench- $48.77, Verizon Wireless - $124.87, Xerox (Copier rent) $453.92, and Visa (fuel card) - $64.29. Motion passed. ***(Attachment I)***

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

IN THE MATTER OF APAP MOU 2025:

Bill moved, seconded by Jonathan to table until February meeting to gather more information. Motion Passed

Vote on Motion (Y, N, or A) Bill Black – Yes, Jonathan Lohstroh – Yes, Dewey Mann – Yes

IN THE MATTER OF 4-H SPONSORSHIP FOR FORESTRY CAMP & 6 NATURAL RESOURCES PROJECTS - $420.00 ($300.00 FOR FORESTY AND $120.00 FOR AWARDS):

Bill moved, seconded by Jonathan to approve the sponsorship of the 2025 4-H Forestry Camp ($300.00) and 6 Natural Resources projects ($120.00) for a total of $420.00. Motion passed.

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

IN THE MATTER OF THE PORTABLE AIR COMPRESSOR:

Jonathan moved, seconded by Bill for the purchase of a portable air compressor with a value to not exceed $450.00. Motion passed.

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

IN THE MATTER OF INTERSHIP- JOB POSTING:

Jonathan moved, seconded by Bill to hire a High School Education Intern at a range of $11.00 to $16.00 per hour up to 40 hours a week. Motion Passed.

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

IN THE MATTER OF OASWCDE MEMBERSHIP:

Jonathan moved, seconded by Bill to pay OASWCDE membership dues for all staff at $15.00 per person. Motion Passed.

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

FYI – IN THE MATTER OF THE JOINT ANNUAL MEETING WITH FARM BUREAU:

Katerina gave the board some ideas for this year's joint Annual Meeting location of Barnes, Flora Fields, or Heritage Hall. A location has not been confirmed at this time.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Liza to approve the Employee Leave Reports as of pay period end dates 12/13/2025 & 12/27/2025 as follows: ***(Attachment J & K).*** Motion passed.

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

UPDATE ON STRATEGIC PLANNING:

Board requested quotes at February board meeting for Strategic Planning. Brad will get quotes for board to review.

FYI – Partnership Meeting February 10 & 11 2026
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – January 2026 Report
FYI – District to participate in Grazing Management Initiative (Up to $2500.00 for T.A. dollars)
FYI – 2026 SWCD Reminders and Resources

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Jonathan, seconded by Bill to adjourn the January 20, 2026 Pickaway Soil & Water Conservation District meeting of the Board at 9:26 am. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, February 17, 2026 at 8:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Dewey Mann – Chairperson Date Matt Anderson – Secretary Date

_____

Minutes Recorder Date

A

Oath of Office Form
OSWCC ODA-DSWC
January 2025

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Andrew "DEWEY" MANN, do solemnly swear (or affirm) that I will, to the best of my ability, faithfully discharge the duties of Supervisor of the PICKAWAY Soil and Water Conservation District to which I have been elected (or appointed), and preserve, protect, and defend the Constitution of Ohio and of the United States of America, so help me God."

Signed: Andrew "Dewey" Mann
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 20th day of Jan, 2026

Signed: _____ Title: Judge
Signature of Authorized Public Official or Notary (per the ORC 3.24) — Elected Office held

Notary Acknowledgment below only required if Oath is conducted by Public Notary

Michael Hess
Notary Public of Ohio (Printed Name)

Lifetime
Commission Expiration

SEAL

B

2026 Reorganization & Committee Members

Board Position	Supervisor
Chair	*Dewey Mann*
Vice Chair	*Liza Musselman*
Secretary	*Matt Anderson*
Treasurer	*Jonathan Lohstroh*
Member	*Bill Black*
Fiscal Agent	*Bill Black*

Committees

District Administration- Budget, Audit & Records Retention	Chair Staff	All Board Jade, Brad
Public Records Manager	Staff Certified	Jade 9/19/2024
Technical / Equipment Program	Chair Staff	Matt Anderson Adriahna
Annual Meeting	All Staff & Board	Board Katerina – contact with FB
Election Nominations	Chair Need 2 other people	Liza Musselman
Education Program	Chair Staff	Jonathan Lohstroh Katerina

C

2025 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 9, 2025

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 2ND FLOOR CONFERENCE ROOM.

CALLED THE MEETING TO ORDER AT 8:03 A.M. BY Dewey Mann

Dewey Mann – Yes, Matt Anderson –No, Bill Black – Yes, Jonathan Lohstroh – No, Liza Musselman – Yes

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes, Jade Collie – Yes
Katherine Shauger – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Matt Mauzy – Yes, Ryan Brown – Yes

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT: Cody Hacker – No

VISITORS OR GUESTS PRESENT: Sally Jo Mauzy- Earth Team Volunteer

MINUTES RECORDER: Brad/Jade

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Liza to approve minutes for the regular board meeting held November 18, 2025. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

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

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

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

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

Bill moved, seconded by Liza to approve the November 2024 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports for November and received updates from staff members on additional activities of the office.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave a NRCS update: Justin has been working on processing payments. FSA cost share payments are starting to come through. Matt is working on design work for Lawrence County. Sally Jo Mauzy is logging hours for Earth Team Volunteer. The new Pheasants Forever person, Ryan Brown and he covered Ross, Pickaway and Fayette County. He has been working on CRP workload.

IN THE MATTER OF NEW OFFICE HOURS:

Bill moved, seconded by Liza to approve new office hours effective January 1, 2026. Office hours are Monday-Friday 8:00 am to 4:00 pm and closed Saturday and Sunday. ***(Attachment C)*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF GIVING APPROVAL TO BRAD HUGHES AND JADE COLLIE TO TRANSFER FUNDS IN SPECIAL FUND AS NEEDED:

Liza moved, seconded by Bill to approve Brad Hughes and Jade Collie to transfer funds in special fund as needed with a value not to exceed $25,000. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF APPROVAL OF TRANSFERING $20,000 WITHIN THE SPECIAL FUND EFFECTIVE December 1, 2025:
Liza moved, seconded by Bill to approve the transfer of $20,000 within special fund from rollover to salaries. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF 2026 HOLIDAY SCHEDULE NEEDS APPROVAL:

Liza moved, seconded by Bill to approve 2025 holiday schedule with the ability to flex Columbus Day, Veterans Day, Juneteenth within same pay period. **(Attachment D).** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Liza moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 11/01/2025 & 11/15/2025 & 11/29/2025 (***Attachment E, F & G).*** Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

IN THE MATTER OF Annual Plan of Work 2026:

Bill moved, seconded by Liza to approve the Annual Plan of Work 2026. Motion passed.

Vote on Motion (Y, N, or A): Liza Musselman – Yes Bill Black – Yes Dewey Mann – Yes

FYI – Brad gave update on Opt-Out Policy
FYI – State Match Report -Received all Funds for 2025
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – December
& 2025 SWCD Reminders and Resources
& Beehive Program – Use and Guidance

IN THE MATTER OF EXECUTIVE SESSION FOR ANNUAL STAFF EVALUATIONS:

At 8:44 a.m., Liza moved, seconded by Bill to go into executive session to perform annual staff evaluations.

Roll Call: Bill – Yes, Liza – Yes, Dewey – Yes, Brad – Yes

The evaluations were carried out by Chair – Dewey Mann

A break for lunch was between 12:00 pm-12:30 pm

At 2:50 p.m., Board came out of executive session.

IN THE MATTER OF RAISES FOR DISTRICT STAFF:

Bill moved, seconded by Liza to approve raises for Adriahna Karr, Katerina Sharp, Katherine Karl, and Jade Collie to take effect on December 28, 2025, (pay period #1 2026). Bill will need to sign the change rate form for the Payroll Office. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Liza Mussleman – Yes Dewey Mann – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Liza to adjourn the December 9, 2025 Pickaway Soil & Water Conservation District meeting of the board at 2:58 p.m. Motion passed.

Vote on Motion (Y, N, or A): Liza Mussleman – Yes Bill Black – Yes Dewey Mann – Yes

The next regular board meeting is scheduled for **Tuesday, January 20st, 2026 at 8:00 a.m.** in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

Dewey Mann 1/20/26
Dewey Mann – Chairperson Date

Matt Anderson 1/28/26
Matt Anderson – Secretary Date

Brad Taylor 1/20/26
Minutes Recorder Date

D

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
December 1 through December 31, 2025

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$71,808.19		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund +250	7,665.19		
	Ag Day Program (- 1006.00-Ag day shirts)-900.00-Venue)	94.00		
	Education Programs	1,038.07		
	Summer Camps	3,114.21		
	Total MMA Checking Account		$140,302.27	
	Regular Checking Account		26,488.03	
	Petty Cash		117.87	
	Change Fund		100.00	
	Total District Accounts			**$167,008.17**
Ref				
	Aerial DVD'S	$ 5.00		
	Affilitate Memebership	$ 480.00		
	Flags	$ 48.00		
	Rain Barrel Workshop for 2026	$ 115.92		
	Great Plains Drill	$ 100.00		
	Sales Tax Received for the Month	$ -		
	Regular Intrest Earned	$ 22.16		
		$ -		
	Total Receipts - Regular Checking Income		$771.08	
	MMA Checking Interest	$ 119.21		
	Total Receipts – MMA Account		$119.21	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$890.29**
Ref	**Expenses**			
C2567	Visa CC Quickbooks, Winter 5 area meeting, oil change , tire repair,Chamber Event.	$ 575.54		
C2568	Jason Sheehy upgrade computer	$ 231.50		
C2569	Visa cc- 1774- Office Supplies & Gas	$ 159.97		
C2570	Truck & Van Label	$ 230.00		
C2571	Fairfeild SWCD 1/2 hotel stay for Annual Edu meeting	$ 120.13		
	Total Expenses Regular Checking		$1,317.14	
	Total Expenses MMA Checking			
	Petty Cash			
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$1,317.14**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$71,927.40		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund	7,665.19		
	Ag Day Program	94.00		
	Education Programs	1,038.07		
	Summer Camps	3,114.21		
	Total MMA Checking Account		$140,421.48	
	Regular Checking Account		25,941.97	
	Petty Cash		117.87	
	Change Fund		100.00	
	Total District Accounts			$166,581.32

Prepared by Jade Collier 1-8-26 Date Checked by Brad Dyke 1-8-26 Date

Dewey Mann 1/20/26
Board Chair Date

E

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
December 1 Through December 31, 2025

Beginning Special Fund Balance		**$687,821.31**
REVENUE		
State Match		
County Match for 2025		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (pay period 25 & 26)	$24,122.00	
PERS	4,712.89	
MEDICARE	346.33	
MEDICAL INSURANCE & DENTAL	1,871.36	
LIFE INSURANCE	21.50	
BUREAU OF WORKERS COMP	2,985.71	
CONTRACT - SERVICES		
Culligan Quench	52.43	
Culligan Quench	52.43	
XEROX-Copier Lease	237.66	
Frontier - Phone	121.75	
Verizon Wireless	165.43	
Office Mart	108.29	
SERVICE FEES		
Travel and Expenses		
Total Special Fund Expenses		**$34,797.78**
Ending Special Fund Balance		**$653,023.53**

Prepared by: Brad Hyland 1/15/26 Date

Checked by: Jodi Collis 1-16-26 Date

Dewey Mann 1/20/26
Chair Date

F

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

CERTIFICATION OF FISCAL AGENT - 2026

Brad Washburn
Pickaway County Auditor
110 Island Rd, Suite F
Circleville, Ohio 43113

The Pickaway Soil and Water Conservation District Board of Supervisors at its regularly scheduled board meeting, January 20, 2026, designates Bill Black as its fiscal agent. His signature on vouchers, payroll, or other official fiscal correspondence shall be accepted as representing the official action of the Board of Supervisors. The authorized alternate signee for purchase orders, vouchers and/or payroll reports shall be the District Administrator, Brad Hughes, Administrative Assistant, Jade Collie and Education/Outreach Coordinator, Katerina Sharp.

_____
Fiscal Agent Date

_____
Brad Hughes, District Administrator Date

_____
Jade Collie, Administrative Assistant Date

_____
Katerina Sharp, Education/Outreach Coordinator Date

G

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

January 20, 2026

The Savings Bank
P. O. Box 310
Circleville, OH 43113

Dear Whom it May Concern,

The Pickaway Soil and Water Conservation District Board of Supervisors has confirmed the allowed signatures for the Pickaway Soil and Water two checking accounts. Business Now account ending 0725 and Smart Mkt MMA – Business ending 1135. Please see the attached motion from minutes on January 20, 2026. The signatures allowed on the checking accounts are Bill Black, Fiscal Agent; Brad Hughes, District Administrator; Jade Collie, Administrative Assistant; Katerina Sharp, Education/Outreach Coordinator and Adriahna Karr, District Technician. Please contact the office with any questions at 740-477-1693.

Sincerely,

_____
Bill Black, Fiscal Agent Date

_____
Brad Hughes District Administrator Date

_____
Jade Collie, Administrative Assistant Date

_____
Katerina Sharp, Education/Outreach Coordinator Date

_____
Adriahna Karr, District Technician Date

H

December 9, 2025

Dear PSWCD Board of Supervisors,

I am writing to formally submit my resignation, my last day will be December 30, 2025.

Thank you for your time and the opportunities that you have afforded me while I've been in this position. I am grateful for the valuable learning experiences and the opportunities I've had to help our community.

Please let me know if I can be of any assistance during this transition period.

All the best,
Katherine Shauger

I

Then and Now Certification

I, Brad Washburn, Pickaway Co. Auditor, certify that both at the time that the following contracts or orders were made and at the time that a certification (Section 5705.41) was completed, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

The Board as Taxing Authority have authorized the drawing of a warrant.

Account Number: 6001.610.90.540100 Contract Services

Vendor	Amount	P.O. Number
Xerox Financial Services	$ 237.66	MV 2026-00384
Spectrum	$391.92	
Verizon	$165.43	
Frontier	$120.64	
Quench	$52.43	

Department Official Requesting a Then and Now Certification:

Jade Collier/Brad Washburn — 1/16/2025

Signature by Department — Date

Authorized By:

Deputy Auditor - Finance	Date
Board Member	1/20/26 Date
Board Member	1-20-2026 Date
Board Member	1/20/26 Date

J

Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #26 (11/30/25 - 12/13/25)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	45.73	4.60	8.00	42.33
Brad Hughes	235.66	6.20	4.00	237.86
Jade Collie	26.24	3.10	2.00	27.34
Katerina Sharp	119.25	6.20	7.75	117.70
Katherine Shauger	35.47	4.60	0.00	40.07
			Annual Leave Total	**465.30**

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	128.37	4.82	10.00	123.19
Brad Hughes	146.08	5.00	1.00	150.08
Jade Collie	12.11	4.95	2.00	15.05
Katerina Sharp	830.84	5.22	8.00	828.06
Katherine Shauger	359.50	4.60	0.00	364.10
Sophia Graham	17.95	0.66	2.75	15.86
			Sick Leave Total	**1496.34**

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	78.50	5.63	8.00	76.13
Brad Hughes	5.01	10.50	0.00	15.51
Jade Collie 10 hrs Comp Pay out	35.89	(1.00)	1.50	33.39
Katerina Sharp 10 hrs Comp Pay out	78.30	6.13	0.00	84.43
Katherine Shauger	24.00	0.00	8.00	16.00
			Comp Time Total	**225.46**

Signature of Preparer: Brad Hughes

Signature of Reviewing Board Member:

Only approved timesheets are included in report calculation

K

Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #1 (12/14/2025 - 12/27/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	42.33	4.60	0.00	46.93
Brad Hughes	237.86	6.20	10.50	233.56
Jade Collie	27.34	3.10	8.00	22.44
Katerina Sharp	117.70	6.20	8.25	115.65
Katherine Shauger	40.07	4.60	0.00	44.67
			Annual Leave Total	**463.25**

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	123.19	4.60	0.00	127.79
Brad Hughes	150.08	4.60	8.00	146.68
Jade Collie	15.05	4.60	0.00	19.65
Katerina Sharp	828.06	4.60	0.00	832.66
Katherine Shauger	364.10	4.60	1.00	367.70
Sophia Graham	15.86	0.63	0.00	16.49
			Sick Leave Total	**1,510.97**

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	76.13	0.00	12.25	63.88
Brad Hughes	15.51	0.00	0.00	15.51
Jade Collie	33.39	(10.00)	3.50	19.89
Katerina Sharp	84.43	(10.00)	0.00	74.43
Katherine Shauger	16.00	0.00	6.50	9.50
			Comp Time Total	**183.21**

Signature of Preparer: Brad Hughes 12/29/25
Date

Signature of Reviewing Board Member: 1/20/26
Date

Only approved timesheets are included in report calculation