2025 – BOARD MEETING MINUTES – PICKAWAY SWCD
REGULAR MEETING HELD NOVEMBER 18, 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.

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

Dewey Mann – Yes, Matt Anderson – Yes, Bill Black – Yes, Jonathan Lohstroh – Yes, Liza Musselman – Yes

FYI Matt Anderson joined at 8:04 A.M.

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

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

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Hayley McNeal – Yes, Matt Mauzy – Yes

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

VISITORS OR GUESTS PRESENT: None

MINUTES RECORDER: Jade Collie/Brad Hughes

PUBLIC/AGENCY COMMENTS:

None.

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

Bill moved, seconded by Liza to approve minutes for the regular board meeting held on October 21, 2025. Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF APPROVING THE DISTRICT FUND STATEMENT:

Bill moved, seconded by Jonathan to approve the October District Fund Financial Statement ***(Attachments A).*** Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF APPROVING THE SPECIAL FUND STATEMENT FOR SEPTEMBER:

Bill moved, seconded by Matt to approve the special fund statement for September ***(Attachments B).*** Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF APPROVING THE SPECIAL FUND STATEMENT FOR OCTOBER:

Liza moved, seconded by Matt to approve the special fund statement for September **(Attachments C).** Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman –Yes, Dewey Mann – Yes

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports for October.

IN THE MATTER OF REVIEWING NRCS UPDATES:

NRCS gave an update on returning to the office following the federal shutdown. Matt has been working with Galia County on EQIP. Justin gave an update on the new Pheasants Forever person starting this week. His name is Ryan Brown. Justin also added that no payments have been processed currently. Hayley is excited to be back in the office and is preparing to issue payments once the software is fully functioning.

UPDATE FOR NEW STORAGE BUILDING:

Brad gave an update. He talked with April. They are in the process of updating the design plan and getting the bid packet together.

PUMPKIN SHOW PARKING UPDATE:

Pickaway SWCD worked the Service Center parking lot on 10/16/2025 from 8 a.m.-2 p.m. Proceeds for the week will be split between working groups. PSWCD received $2,478.75 that will go towards the scholarship fund.

H2OHIO PROGRAM UPDATE:

The staff shared a new initiative they would like to create called Pick-A-Way to Healthy Soil. Within this initiative, there were several ideas on how to connect different landowners to conservation practices that would build healthy soil. The board requested more information in a layout form regarding timeframe and budget of each idea.

IN THE MATTER OF THE 2026 ANNUAL PLAN OF WORK:

The board tabled the annual plan of work and would like a copy to revise and edit. Due back by December 1, 2025.

IN THE MATTER OF 2026 BOARD MEETING AND COUNTY COMMISSIONERS QUARTERLY REVIEW DATES:

Bill moved, seconded by Matt to approve 2026 board meeting and county commissioners quarterly review dates. Motion Passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF NEW INSURANCE RATES FOR 2026:

The board reviewed the county's insurance rate updates. They would like an outline of for the opt-out policy.

IN THE MATTER OF NEW TECHNOLOGY AND SOFTWARE:

Bill moved, seconded by Matt to approve $3,500 for technology and software upgrades. Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF TRIMBLE GPS QUOTE:

The board tabled and would like to have an H2Ohio budget form in order to move forward.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 9/20/2025, 10/4/2025 & 10/18/2025 ***(Attachments D, E & F).*** Motion passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

IN THE MATTER OF BRAD HUGHES DISTRICT ADMINISTRATOR GETTING APPROVED FOR VIP, PAYROLL, AND SAVINGS BANK.

Bill moved, Matt seconded to give Brad Hughes approval for VIP, Payroll, and being added to the Savings Bank **(Attachment G)** Motion Passed.

Vote on Motion (Y, N, or A):

Jonathan Lohstroh – Yes, Matt Anderson – Yes, Bill Black – Yes, Liza Musselman – Yes, Dewey Mann – Yes

FYI – Area 5 Winter Meeting December 10, 2025, 6-9 p.m. at Emmett Chapel UMC.

FYI – PICCA Toys for Tots. Board reviewed.

FYI – State Match Report – received state match on 10/13/2025

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – November 2025 Report

FYI – Jade and Matt Anderson went and purchased the Education Van November 11, 2025.

FYI—Jade paid the OFSWCD dues.

FYI – Annual Partnership Meeting is in February 2026.

IN THE MATTER OF EXECUTIVE SESSION FOR PERSONNEL:

At 9:29 a.m., Liza moved, seconded by Matt to go into executive session.

Roll Call: Bill – Yes, Liza – Yes, Dewey – Yes, Matt-Yes, Jonathan-Yes

At 11:11 a.m., board came out of executive session.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Liza, seconded by Matt to adjourn the November 18, 2025 Pickaway Soil & Water Conservation District meeting of the board at 11:13 a.m. Motion passed.

The next regular board meeting is scheduled for **Tuesday, December 9, 2025 at 8:00 a.m.** in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Dewey Mann – Chairperson Date Matt Anderson – Secretary Date

_____

Minutes Recorder Date

A

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

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$113,712.18		
	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		$182,206.26	
	Regular Checking Account		25,509.66	
	Petty Cash		124.29	
	Change Fund		100.00	
	Total District Accounts			**$207,940.21**
Ref				
	Affiliate Member/ Scholarshps	$ 2,478.75		
	Area 5 Enviorthon Reimibustment palques	$ 63.80		
	Great Plains Drill	$ 102.00		
	Sales Tax Received for the Month	$ -		
	Regular Intrest Earned	$ 21.84		
		$ -		
	Total Receipts - Regular Checking Income		$2,666.39	
	MMA Checking Interest	$ 154.57		
	Total Receipts – MMA Account		$154.57	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$2,820.96**
Ref	**Expenses**			
C2560	Walmart- Office supplies -soil judging supplies	$ 160.24		
C2561	VISA- Quickbooks, go daddy email, education Seaker	$ 256.04		
C2562	Walmart- Education Ag Day	$ 15.88		
C2563	Jason Sheehy Upgrade server and windows ll on Brads Computer	$ 445.50		
C2564	NACD Sponsership	$ 200.00		
	Total Expenses Regular Checking		$1,077.66	
C1120	2ND GRADE BOOKS H2OHIO	$ 866.54		
	Total Expenses MMA Checking		$866.54	
	Petty Cash			
	Kroger Cups	$ 6.42		
	Total Expenses for Petty Cash		$6.42	
	Total Expenses			**$1,950.62**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$113,000.21		
	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		$181,494.29	
	Regular Checking Account		27,098.39	
	Petty Cash		117.87	
	Change Fund		100.00	
	Total District Accounts			**$208,810.55**

Prepared by: Jade Cobble 11/14/25
Date

Checked by: Brad Taylor 11/14/25
Date

Barry Mann 11/18/2025
Board Chair Date

B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
September 1 Through September 30, 2025

Beginning Special Fund Balance		**$772,775.34**
REVENUE		
State Match		
County Match for 2025		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (pay period 18 & 19)	$28,818.50	
PERS	4,185.02	
MEDICARE	414.46	
MEDICAL INSURANCE & DENTAL	2,807.04	
LIFE INSURANCE	25.80	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Frontier - Phone	105.93	
Quench - water filter lease	42.43	
Verizon Wireless	164.97	
XEROX-Copier Lease	237.66	
Charter of Communications- DSL Services 8/25-9/25	259.98	
Supplies		
Office Mart- Name Labels- Laser Paper 1 ream	223.60	
Equipment		
Perfection One- Change Oil and tire Rotation	80.97	
Total Special Fund Expenses		**$37,366.36**
Ending Special Fund Balance		**$735,408.98**

Prepared by: Jade Collette 10.23.25 Checked by: Katherine Shaffer 10.23.25
Date Date

Denny Mann 11/18/25
Chair Date

C

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

Beginning Special Fund Balance		**$735,408.98**
REVENUE		
State Match	$ 44,485.00	
County Match for 2025		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$44,485.00**
EXPENSES		
SALARIES (pay period 20, 21 & 22)	$52,195.11	
PERS	3,936.38	
MEDICARE	753.43	
MEDICAL INSURANCE & DENTAL	1,871.36	
LIFE INSURANCE	25.80	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Frontier - Phone	119.53	
Quench - water filter lease	52.43	
Verizon Wireless	165.02	
XEROX-Copier Lease	237.66	
Travel and Expenses		
Visa- 1774- Gas for vehinces	306.01	
Total Special Fund Expenses		**$59,662.73**
Ending Special Fund Balance		**$720,231.25**

Prepared by: [signature] 11.6.2025 Date

Checked by: [signature] 11/14/25 Date

[signature] 1/18/2026

Chair Date

D

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period # 20 - (9/7/2025 - 9/20/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	24.88	4.60	2.75	26.73
Brad Hughes	217.00	6.16	1.00	222.16
Jade Collie	9.64	3.10	0.00	12.74
Katerina Sharp	57.45	4.60	8.00	54.05
Katherine Shauger	7.87	4.60	0.00	12.47
Tawn Seimer	143.41	7.70	16.00	135.11

Annual Leave Total - 463.26

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	152.67	4.77	3.00	154.44
Brad Hughes	139.19	5.18	0.00	144.38
Jade Collie	10.55	4.95	3.00	12.50
Katerina Sharp	810.94	5.97	8.00	808.91
Katherine Shauger	340.08	4.84	0.00	344.92
Sophia Graham	14.59	0.68	0.00	15.26
Tawn Seimer	1,914.98	4.60	0.00	1,919.58

Sick Leave Total - 3,399.99

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	82.25	4.50	0.00	86.75
Brad Hughes	7.51	2.25	0.00	9.76
Jade Collie	20.01	9.00	0.00	29.01
Katerina Sharp	81.67	(3.62)	0.00	78.05
Katherine Shauger	2.63	6.38	0.00	9.00
Tawn Seimer	4.82	0.00	0.00	4.82

Comp Time Total - 217.39

Signature Of Preparer: Jade Collie 9.25.25
Date

Signature of Reviewing Board Member:
11-18-25
Date

E

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #21 (9/21/2025 - 10/4/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	26.73	4.60	0.00	31.33
Brad Hughes	222.16	6.20	6.00	222.36
Jade Collie	12.74	3.10	2.00	13.84
Katerina Sharp	54.05	4.60	0.00	58.65
Katherine Shauger	12.47	4.60	0.00	17.07
Tawn Seimer	135.11	5.39	0.00	140.50
			Annual Leave Total	483.75

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	154.44	4.77	0.00	159.21
Brad Hughes	144.38	4.60	5.00	143.98
Jade Collie	12.32	5.19	0.00	17.51
Katerina Sharp	808.91	5.52	3.00	811.43
Katherine Shauger	344.92	4.77	0.00	349.69
Sophia Graham	15.26	1.05	0.00	16.31
Tawn Seimer	1,919.58	3.22	0.00	1,922.80
			Sick Leave Total	3,420.93

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	86.75	4.50	8.50	82.75
Brad Hughes	9.76	0.00	0.00	9.76
Jade Collie	8.63	5.38	0.00	14.01
Katerina Sharp	78.05	14.00	0.00	92.05
Katherine Shauger	9.00	4.50	0.00	13.50
Tawn Seimer	4.82	0.00	0.00	4.82
			Comp Time Total	216.89

Signature of Preparer: Katerina Sharp 10-20-25

Date

Signature of Reviewing Board Member: 10/21/25

Date

Only approved timesheets are included in report calculation

F

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #22 (10/5/2025 - 10/18/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	31.33	4.60	4.00	31.93
Brad Hughes	222.36	6.20	3.50	225.06
Jade Collie	13.84	3.10	0.00	16.94
Katerina Sharp	58.65	4.60	0.00	63.25
Katherine Shauger	17.07	4.60	0.00	21.67
			Annual Leave Total	358.85

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	159.21	4.74	0.00	163.96
Brad Hughes	143.98	4.74	0.00	148.72
Jade Collie	17.51	5.68	0.00	23.19
Katerina Sharp	811.43	5.12	0.00	816.55
Katherine Shauger	349.69	4.89	0.00	354.58
Sophia Graham	16.31	0.89	0.00	17.20
			Sick Leave Total	1,524.20

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	82.75	3.75	0.00	86.50
Brad Hughes	9.76	3.75	0.00	13.51
Jade Collie	14.01	18.13	0.00	32.14
Katerina Sharp	92.05	3.50	0.00	95.55
Katherine Shauger	13.50	7.50	0.00	21.00
			Comp Time Total	248.69

Signature of Preparer: Katerina Sharp 10-20-25
Date

Signature of Reviewing Board Member: 11-18-25
Date

Only approved timesheets are included in report calculation

G

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

November 18, 2025

This letter serves as formal documentation that Brad Hughes, Administrator of the Pickaway Soil and Water Conservation District, is authorized to adjust workflow, approve, and sign off on the following administrative and fiscal documents and systems on behalf of the District:

- County VIP System
- Beehive and employee timesheets
- County payroll
- Banking documents and checks

Please accept this letter as confirmation of his approval authority within these areas.

Dewey Marr

Pickaway SWCD Board Member

11/18/2025

Date