2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 10, 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 2ND FLOOR CONFERENCE ROOM.

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

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

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

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – No, Megan Sweeney – Yes, Matt Mauzy – No, Melanie Cowell – No

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

VISITORS OR GUESTS PRESENT: Elect Supervisor – Liza Musselman

MINUTES RECORDER: Tawn/Jade

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Brian to approve minutes for the regular board meeting held November 19, 2024. Motion passed.

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

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

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

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

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

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

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

Megan gave a NRCS update: NRCS has received 35 new EQIP & CSP applications. Able to work through them and rank them as they come in. Will take new applications through January. New Ross D.C started and Justin is still helping him. Hayley has been dedicating one day a week in our office and Melanie will be attending the site visit on the 20th in Pickaway County.

IN THE MATTER OF THEN & NOWS APPROVAL TO PAY:

Bill moved, seconded by Jonathan to approve paying the Then and Now's; Charter Communications (Spectrum) - $104.99 , Frontier - $102.60 , & Verizon - $124.87 Motion passed.

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

IN THE MATTER OF GETTING AUTOCAD RENEWAL FOR 2025 FOR ALL TECHNCIANS:

Matt moved, seconded by Jonathan to approve paying for a 1 year with 2 seats subscription renewal for the technicians to use AutoCAD. For the amount of $2,544.16, through March of 2026. Motion passed.

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

IN THE MATTER OF 2025 HOLIDAY SCHEDULE NEEDS APPROVAL:

Matt moved, seconded by Jonathan to approve 2025 holiday schedule with adding January 23rd as closing office for district staff to attend 2025 Federation Meeting **(Attachment C).** Motion passed.

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

IN THE MATTER OF TAWN'S LEAVE REQUEST TO TAKE VACATION:

Matt moved, seconded by Brian to approve Tawn's Leave request for vacation. Motion passed.

Vote on Motion (Y, N, or A): Brian Reid – Yes Matt Anderson – Yes Jonathan Lohstroh – Yes
Bill Black – 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 11/16/2024 & 11/30/2024 (***Attachment D & E).*** Motion passed.

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

IN THE MATTER OF EMPLOYEE ASSOCIATION FOR ALL STAFF:

It was moved by Jonathan, seconded by Matt to approve the District to pay for all staff to be members of the Ohio Association of Soil & Water Employee Association. For six (6) staff member at $15 each for a total amount of $90.00. Motion passed.

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

FYI – Brad gave a Fellows Program update
FYI- For the year of 2025 start inviting people to speak during public comment section of board meetings
FYI- Annual Partnership Meeting Draft Agenda.
FYI- 2024 Equipment Rental Report
FYI – State Match Report -Received all Funds for 2024
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – December
& 2025 SWCD Reminders and Resources
& Beehive Program – Use and Guidance
FYI- Board and Staff thanked Brian Reid for 3 years of service and presented him with a framed certificate from the district and a certificate from OFSCWD.

IN THE MATTER OF EXECUTIVE SESSION FOR ANNUAL STAFF EVALUATIONS:

At 8:50 a.m., Matt moved, seconded by Jonathan to go into executive session to perform annual staff evaluations.

Roll Call: Bill – Yes, Matt – Yes, Brian – Yes, Dewey – Yes, Jonathan – Yes

Supervisor Elect- Liza Musselman - Yes

The evaluations were carried out by Chair – Dewey Mann

A break for lunch was between 12:00 pm-12:40 pm

At 2:55 p.m., Board came out of executive session.

IN THE MATTER OF RAISES FOR DISTRICT STAFF:

Jonathan moved, seconded by Matt to approve raises for the district staff to take effect on December 1, 2024, (pay period #26). 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 Brian Reid – Yes Jonathan Lohstroh – Yes
Dewey Mann – Yes Matt Anderson - Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Brian to adjourn the December 10, 2024 Pickaway Soil & Water Conservation District meeting of the board at 3:04 p.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, January 21st , 2024 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

Brian Reid – Secretary Date

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
November 1 through November 30, 2024

Attachment A

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$9,990.01		
	Engineering Deposit Encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (-4495.50)	3,702.69		
	Ag Day Program	-		
	Education Programs	1,038.07		
	EE Camps	2,118.79		
	Total MMA Checking Account		$43,063.28	
	Regular Checking Account		33,978.71	
	Petty Cash		74.04	
	Change Fund		100.00	
	Total District Accounts			**$77,216.03**
Ref				
5503	Rain Barrel Kit (Theresa Kearns)	$ 30.00		
5504	Pickaway County Parks District (workshop reimbusrtment)	$ 1,017.50		
5505	No-Till Drill Rental (Dewey Mann)	$ 250.00		
		$ -		
		$ -		
		$ -		
		$ -		
		$ -		
	Sales Tax Received for the Month	$ 2.18		
5508	Regular Checking Interest	$ 27.88		
	Total Receipts - Regular Checking Income		$1,327.56	
5509	h20 ohio Technical Assitance	$ 56,250.00		
5507	MMA Checking Interest	$ 44.53		
	Total Receipts – MMA Account		$56,294.53	
C2409	Petty cash replinishment	$ 75.96		
	Total Receipts - Petty Cash		$75.96	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$57,698.05**
Ref	**Expenses**			
C2406	Ink My Logo (shirts and jackets for staff)	$ 501.84		
C2409	Replinishment for petty cash	$ 75.96		
C2407	VISA (Education supplies , technical supplies & workshop rentals)	$ 2,319.41		
C2408	Ink My Logo (shirts and jackets for staff)	$ 284.96		
C2410	Circleville FFA (Denver trip for Logan Elm,Westfall & Circleville)	$ 1,000.00		
	Total Expenses Regular Checking		$4,182.17	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
		$ -		
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$4,182.17**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$66,284.54		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund	3,702.69		
	Ag Day Program	-		
	Education Programs	1,038.07		
	EE Camps	2,118.79		
	Total MMA Checking Account		$99,357.81	
	Regular Checking Account		31,124.10	
	Petty Cash		150.00	
	Change Fund		100.00	
	Total District Accounts			**$130,731.91**

Prepared by: Joell Collie 12.06.2024 Checked by: Tawn Seimer 12/6/2024
Date Date

Dewey Mann 12/6/24
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
November 1 through November 30, 2024

Beginning Special Fund Balance		**$834,044.41**
REVENUE		
State Match	$ -	
County Match for 2024	$ -	
Bureau of Workers Comp refund	$ -	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (3 pay periods 22, 23 & 24)	$37,751.00	
PERS	5,211.22	
MEDICARE	536.78	
MEDICAL INSURANCE & DENTAL	3,791.55	
CONTRACT - SERVICES		
Xerox Copier Lease	226.96	
Verizon Wireless	124.87	
Frontier - Phone (had a credit this month)	102.60	
Quench - water filter lease	0.00	
TRAVEL & EXPENSES		
Visa - Fuel	332.86	
SERVICES & FEES		
JS Custom Graphics - Clean up Kats Computer	119.00	
OFSWCD - Area 5 Dues	200.00	
OFSWCD - Annual Dues	2,569.00	
NACD- Annual Dues	200.00	
EDUCATION/SCHOLARSHIP		
Walmart Capital One- Plastic Cups	2.52	
Total Special Fund Expenses		**$51,168.36**
Ending Special Fund Balance		**$782,876.05**

Prepared by: Jaell Collie 12/5/24 Checked by: Tawn Seimes 12/5/24
Date Date

Denny Mann 12/10/24
Chair Date

2025 Pickaway County Holiday Schedule

New Year's Day 2025	Wednesday, January 1
Martin Luther King Day	Monday, January 20
President's Day	Monday, February 17
Good Friday	Friday, April 18 At the discretion of each office holder for attendance of services on Friday afternoon
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19th
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Columbus Day	Monday, October 13
Pumpkin Show	October 15, 16, 17
	Close at Noon each day
Veteran's Day	Tuesday, November 11
Thanksgiving and Day after	Thurs/Fri, November 27 and 28
Christmas Eve	Wed, December 24 (close at noon)
Christmas Day	Thurs, December 25
New Year's Day 2026	Thursday, January 1, 2026

Office will be closed 1/23/2024	for the OFSWCD Partnership Meeting

Pickaway SWCD Leave Report
Pay Period # 24 (11/3/2024 - 11/16/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Brad Hughes	175.10	6.20	8.00	173.30
Jade Collie	15.50	3.10	0.00	18.60
Katerina Sharp	75.50	4.60	0.00	80.10
Katherine Shauger	22.17	4.60	0.00	26.77
Tawn Seimer	213.01	7.70	0.00	220.71
			Annual Leave Total	519.48

Sick Leave

Employee	Begin	Earned	Used	End
Amelia Tarbill	15.04	0.65	0.00	15.69
Brad Hughes	144.97	4.60	16.00	133.57
Jade Collie	4.63	4.60	0.00	9.23
Katerina Sharp	706.70	4.83	0.00	711.53
Katherine Shauger	260.95	4.60	0.00	265.55
Tawn Seimer	1,844.44	4.60	1.50	1,847.54
			Sick Leave Total	2,983.11

Comp Time

Employee	Begin	Earned	Used	End
Brad Hughes	23.01	0.00	0.00	23.01
Jade Collie	5.50	0.00	1.00	4.50
Katerina Sharp (-10 hr comp pay out)	79.17	(4.00)	0.00	75.17
Katherine Shauger	6.00	0.00	0.00	6.00
Tawn Seimer	14.07	0.00	0.00	14.07
			Comp Time Total	122.75

Signature of Preparer: Tawn Seimer 11/18/2024
Date

Signature of Reviewing Board Member: 12/10/24
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report

Pay Period #25 (11/17/2024 - 11/30/2024)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	57.28	4.60	0.00	61.88
Amelia Tarbill	0.00	0.00	0.00	0.00
Brad Hughes	173.30	6.20	2.00	177.50
Jade Collie	18.60	3.10	0.00	21.70
Katerina Sharp	80.10	4.60	0.00	84.70
Katherine Shauger	26.77	4.60	0.00	31.37
Tawn Seimer	220.71	7.70	48.00	180.41
			Annual Leave Total	557.56

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	155.69	4.60	8.00	152.29
Amelia Tarbill	15.69	0.46	0.00	16.15
Brad Hughes	133.57	4.60	0.00	138.17
Jade Collie	9.23	4.77	0.00	14.00
Katerina Sharp	711.53	4.74	0.00	716.27
Katherine Shauger	265.55	4.60	0.00	270.15
Tawn Seimer	1,847.54	4.60	0.00	1,852.14
			Sick Leave Total	3,159.17

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	59.88	0.00	0.00	59.88
Brad Hughes	23.01	0.00	0.00	23.01
Jade Collie	4.50	4.50	0.00	9.00
Katerina Sharp (-10 hour comp pay out)	75.17	(6.25)	0.00	68.92
Katherine Shauger	6.00	0.00	0.00	6.00
Tawn Seimer	14.07	0.00	0.00	14.07
			Comp Time Total	180.88

Signature of Preparer: Katerina Sharp 11-27-2024
Date

Signature of Reviewing Board Member: 12-10-2024
Date

Only approved timesheets are included in report calculation