2025 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JULY 15, 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 CALLED THE MEETING TO ORDER AT 8:01 A.M.

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – No, Brad Hughes – No, Adriahna Karr – No,
Katherine Shauger – Yes, Jade Collie – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – No, Hayley McNeal – Yes, Matt Mauzy – Yes, Melanie Cowell – No

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – No

VISITORS OR GUESTS PRESENT: Nathan Rice – NRCS, Janelle Mead – CEO of OFSWCD, Emily Heppner – Deputy Director of SWCD

MINUTES RECORDER: Jade Collie

PUBLIC/AGENCY COMMENTS:

Janelle/Emily – Janelle & Emily gave an update: have been working on 2026/2027 budget. Wanted to thank everyone for the work they put in for the drought program. 96% of the applications were received. Janelle mentioned the wonderful turn out of the Statewide Envirothon Workshop. Mentioned there was $500,000 put in a pot for Land Use Planning. Summer Supervisors School is right around the corner and a lot of planning has been going on with that. Contribution dollars should be coming out soon; Nikki is working on getting the checks written.

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Jonathon to approve minutes for the regular board meeting held for May/June on 06/10/2025. Motion passed.

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

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

Bill moved, seconded by Liza to approve the May/June 2025 District Fund Financial Statement ***(Attachment A).*** Motion passed.

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

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

Bill moved, seconded by Jonathan to approve the May/June 2025 Special Fund. ***(Attachment B).*** Motion passed.

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

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports for May/June.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Nathan Rice gave an NRCS update: The NRCS is wrapping up EQIP & CSP applications. We have had a lot of interest in EQIP this year with the added IRA federal funding we doubled. Still working on CRP re-enrolls. New changes are still happening. 20% staff reduction for area offices. MOU will be sent out soon. Failure to sign MOU could jeopardize what is already in place.

Matt Mauzy has been checking and working on projects mostly in Delaware County.

UPDATE OF PICKAWAY COUNTY AGRICULTURE HALL OF FAME:

Dewey tabled, wants technicians to go through list and make a decision on who they would like to nominate.

IN THE MATTER OF 2025 ANNUAL MEETING:

Jade went over the program for the Pickaway SWCD and Pickaway County Farm Bureau Annual Meeting and Banquet. Social hour and voting will be from 5:00 to 6:00 p.m. Dinner and program will begin at 6:00 p.m. Elegant Eats will caterer. There will be a Farm Bureau update and a Pickaway SWCD update and awards presentation. Ty Higgins will be the guest speaker.

IN THE MATTER OF H2OHIO PROGRAM SPENDING ALOTMENT:

Bill moved, seconded by Liza to approve spending $57,725 on approved H2Ohio funding items and looking into investing the remaining $57,725.00. Motion passed.

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

IN THE MATTER OF CREDIT CARD INCREASE:

Jonathan moved, seconded by Bill to approve a $5,000 increase on the office Visa credit card making the credit limit $10,000 with Jade Collie & Katerina Sharp being the authorized contacts. Motion passed.

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

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

STORAGE BUILDING UPDATE:

Board went over plans that were sent over from commissioner's and had a few concerns of door sizes. Board would like for staff to reach out and get further information.

IN THE MATTER OF PURCHASING THE 1ST GRADE FARM TO TABLE BOOKS:

Jonathan moved, seconded by Liza to approve the purchase of 900 Farm to Table books (Right This Very Minute) for incoming Pickaway County 1st graders. Katerina will distribute to the county elementary schools and home schools. Approximate cost of the books is $5.00 each. Purchase will be used from the Affiliate Membership program. Motion passed.

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

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

IN THE MATTER OF TECHNICIAN PROMOTION:

Bill moved, seconded by Jonathan to approve Adriana Karr to Technician II with a 10% raise and Brad Hughes to Technician III with a 5% raise. Motion passed.

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

Liza Musselman – Yes, Jonathan Lohstroh – Yes, Dewey Mann – Yes, Bill Black- Yes

IN THE MATTER OF 2024 & 2027 RENEWAL OF AUDIT AGREEMENT:

Liza moved, seconded by Jonthan to approve renewal with Perry and Associates, CPA AC, for the following dates 01/01/2024-12/31/2027. Motion passed.

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

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Liza to approve the Employee Leave Reports as of pay period end dates 6/01/2025 and 6/28/2025. ***(Attachments C & D).*** Motion passed.

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

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

IN THE MATTER OF MEMORIAL SCHOLARSHIPS:

Jonathan moved, seconded by Liza to approve a Robert Skidmore Scholarship for the 2025 school year. Motion passed.

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

IN THE MATTER OF RETIREMENT TRANSITION:

Liza moved, seconded by Bill to approve Tawn Seimer to transfer over all administrative duties and online program access to Jade Collie.

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

FYI – Tawn Seimer announced retirement date of 09/30/2025
FYI – State Match Report – All funds received as of 4/4/2025
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – July 2025 Report

IN THE MATTER OF EXECUTIVE SESSION FOR PERSONEL:

At 9:30 a.m., Liza moved, seconded by Jonathan to go into executive session.

Roll Call: Bill – Yes, Matt – No, Liza – Yes, Dewey – Yes, Jonathan – Yes

At 10:10am, board came out of executive session.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Liza to adjourn the July 15, 2025 Pickaway Soil & Water Conservation District meeting of the board at 10:11 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, August 19, 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

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
June 1 through June 30, 2025

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$115,296.68		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund	9,010.19		
	Ag Day Program	-		
	Education Programs	1,038.07		
	Summer Camps (+828.90)	4,662.82		
	Total MMA Checking Account		$156,221.48	
	Regular Checking Account		34,797.63	
	Petty Cash		139.01	
	Change Fund		100.00	
	Total District Accounts			**$191,258.12**
Ref				
	Plotter Copies	$ 5.00		
	Summer Camp & Workshop Registrations	$ 175.93		
	Rain Barrels	$ 20.00		
	Fair Booth reimbursement from Solid Waste & Parks District	$ 230.00		
	Sales Tax Received for the Month	$ 0.36		
	Regular Intrest Earned	$ 28.77		
	Total Receipts - Regular Checking Income		$460.06	
	MMA Checking Interest	$ 128.45		
	Total Receipts – MMA Account		$128.45	
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$588.51**
Ref	**Expenses**			
C2527	Ashley Hansen - travel to State Envirothon	$ 69.95		
C2528	Sheehy Systems - Go Daddy Email set up	$ 1,500.00		
C2529	Visa-Veri Desk $399 - QB, Web Host, Google $45.94 - Cart $52.65	$ 1,208.35		
cont.	Magnify & Binoculars $340.73 - Soil probes 309.46-Misc & late ch 60.57			
C2530	Scioto Signs - 2025 Cooperator Sign	$ 30.73		
C2531	Key Blue Prints - scanner sleeve	$ 74.95		
C2532	Elegant Eats - 2024 Annual Meeting Meal	$ 1,882.00		
C2533	Ag Pro Companies - service & maintenance on JD gator	$ 398.63		
C2535	Area 5 Envirothon - 3 teams @ $50/team	$ 150.00		
	Total Expenses Regular Checking		$5,314.61	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
	Pickaway Co Ag & Event Center - 2 fair passes	$ 60.00		
	Dollar General - 2 table cloths	$ 2.15		
	Kroger - Ice	$ 5.99		
	Sunoco - Ice	$ 2.99		
	Dollar General - marshmallows	$ 2.50		
	Total Expenses for Petty Cash		$73.63	
	Total Expenses			**$5,388.24**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$115,589.93		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund	9,010.19		
	Ag Day Program	-		
	Education Programs	1,038.07		
	Summer Camps (+175.93 - 340.73)	4,498.02		
	Total MMA Checking Account		$156,349.93	
	Regular Checking Account		29,943.08	
	Petty Cash		65.38	
	Change Fund		100.00	
	Total District Accounts			**$186,458.39**

Prepared by: Tawn Zeimer 7/8/2025 Date Checked by: Jodi Collis 7/8/25 Date

Dewey Mc 7/15/25
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
May June 1 - June 30, 2025

Beginning Special Fund Balance		**$847,233.80**
REVENUE		
State Match		
County Match for 2025		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (pay period 12)	$14,865.50	
PERS	2,044.21	
MEDICARE	212.45	
MEDICAL INSURANCE & DENTAL & LIFE	428.76	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Frontier - Phone	102.94	
Quench - water filter lease	52.43	
Verizon Wireless	164.98	
XEROX-Copier Lease	226.96	
SUPPLIES		
Key Blue Prints/ 4 Rolls of paper	99.25	
TRAVEL & EXPENSES		
Visa - Fuel	155.51	
Total Special Fund Expenses		**$18,352.99**
Ending Special Fund Balance		**$828,880.81**

Prepared by: Paula Cooley 6-26-25 checked by: Tawn Seimer 6/26/2025
Date Date

Denny Mann 7/15/25
Chair Date

Pickaway SWCD Leave Report
Pay Period # 13 (6/1/2025 - 6/14/2025)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	95.68	4.60	0.00	100.28
Brad Hughes	189.10	6.20	0.00	195.30
Jade Collie	12.94	3.10	0.00	16.04
Katerina Sharp	76.00	4.60	5.00	75.60
Katherine Shauger	59.17	4.60	48.00	15.77
Tawn Seimer	144.51	7.70	0.00	152.21
			Annual Leave Total	555.20

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	126.61	4.60	0.00	131.21
Ashley Hansen	5.89	3.48	0.00	9.37
Brad Hughes	114.85	4.60	0.00	119.45
Jade Collie	18.90	4.83	3.50	20.23
Katerina Sharp	777.86	4.60	0.00	782.46
Katherine Shauger	311.17	4.60	1.50	314.27
Sophia Graham	1.78	4.03	1.50	4.31
Tawn Seimer	1,899.98	4.64	8.00	1,896.62
			Sick Leave Total	3,277.92

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	78.25	0.00	0.75	77.50
Brad Hughes (-10 hr comp pay out)	60.63	(10.00)	0.00	50.63
Jade Collie	17.25	6.00	0.00	23.25
Katerina Sharp (-10 hr copm pay out)	90.05	(10.00)	0.00	80.05
Katherine Shauger	48.25	0.00	0.00	48.25
Tawn Seimer	17.45	1.13	0.00	18.58
			Comp Time Total	298.26

Signature of Preparer: Tawn Seimer 6/17/2025
Date

Signature of Reviewing Board Member: Lizi Nasby 7/15/25
Date

Pickaway SWCD Leave Report
Pay Period #14 (6/15/2025 - 6/28/2025)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	100.28	4.60	0.00	104.88
Brad Hughes	195.30	6.20	0.00	201.50
Jade Collie	16.04	3.10	0.00	19.14
Katerina Sharp	75.60	4.60	0.00	80.20
Katherine Shauger	15.77	4.60	11.50	8.87
Tawn Seimer	152.21	7.70	16.00	143.91
			Annual Leave Total	**558.501**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	131.21	4.73	0.00	135.94
Ashley Hansen	9.37	3.25	0.00	12.62
Brad Hughes	119.45	4.69	0.00	124.14
Jade Collie	20.23	4.92	0.00	25.15
Katerina Sharp	782.46	5.71	0.00	788.17
Katherine Shauger	314.27	4.73	0.00	319.00
Sophia Graham	4.31	2.13	0.00	6.44
Tawn Seimer	1,896.62	4.60	0.00	1,901.22
			Sick Leave Total	**3,312.68**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	77.50	2.50	0.00	80.00
Brad Hughes (-10 hr comp pay out)	50.63	(7.75)	0.00	42.88
Jade Collie	23.25	15.75	0.00	39.00
Katerina Sharp (-10 hr comp pay out)	80.05	18.88	0.00	98.93
Katherine Shauger	48.25	3.38	0.00	51.63
Tawn Seimer	18.57	0.00	0.00	18.57
			Comp Time Total	**331.01**

Signature of Preparer: Tawn Seimer 7/1/2025
Date

Signature of Reviewing Board Member: Liz Mueller 7/15/25
Date

Only approved timesheets are included in report calculation