2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD APRIL 16, 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.

DEWEY CALLED THE MEETING TO ORDER AT 8:01 A.M.

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – No, Megan Sweeney – No, Matt Mauzy – No

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – Yes

VISITORS OR GUESTS PRESENT: None

MINUTES RECORDER: Tawn

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

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

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

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

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

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

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

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

Vote on Motion (Y, N or A): Matt Anderson – Yes 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. Each staff member was asked what they could add to their activity report.

IN THE MATTER OF REVIEWING NRCS UPDATES:

NRCS personnel were not available for the board meeting.

IN THE MATTER OF H2OHIO PROGRAM UPDATE:

The Governor of Ohio, Mike Dewine, is scheduled to do a roll-out presentation on Friday, April 19 with program opening for the rest of Ohio on April 22. The District is having an H2Ohio Info meeting on Monday, April 22, 2024 from 6:00 to 8:00 p.m. at the Ankrom Building at the Pickaway County Ag & Event Center.

IN THE MATTER OF SIGNERS FOR THE H2OHIO CONTRACTS:

Jonathan moved, seconded by Matt to approve for Brad and Adriahna to be the H2Ohio program contract signers for Pickaway County. Motion passed.

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

UPDATE OF TECHNICIAN COMPUTER:

Brad shared an update regarding the purchase of a CCE computer from NRCS. He is still waiting for his link pass process to be finished. The computer will not be set up until the link pass is ready.

JOINT PICKAWAY SWCD & FARM BUREAU ANNUAL MEEING UPDATE:

Katerina shared an update. The Pickaway Agriculture & Event Center is confirmed for August 8th. A $100.00 deposit has been requested to hold the date; check is ready to be signed. Farm Bureau would like to get a couple of quotes from some caterers instead of using food trucks this year. The caterer's quotes will determine if we rent or use Brian Reid's tables and chairs. Farm Bureau is still waiting on a quote from Pritchard's for rent of tables and chairs. Ticket prices will be discussed after the quotes are received.

IN THE MATTER OF REVIEW OF DONALD E. MINOR SCHOLARSHIP APPLICATIONS:

Matt moved, seconded by Jonathan, to give three $1000.00 scholarships to Reese Moehl, Clara Wilson, and Emma Brown. Three $500.00 scholarships to Samantha Mayhugh, Emma Noecker and Sterlin Mullins. Motion passed.

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

IN THE MATTER OF APPLICATIONS FOR INTERNSHIPS:

Jonathan moved, seconded by Matt to interview two of the applicants and offer a pay rate of $14.00 per hour. The staff will be doing the interviews. Motion passed.

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

POSTING OF JOB POSITION FOR TECHNICAL ASSISTANT/ADULT OUTREACH COORDINATOR:

The Board reviewed the five applications that we received for the Technical Assistant/Adult Outreach Coordinator position and decided to reach out to three of them for interviews. Dewey, Brad, and Tawn will interview the applicants on April 25th and/or 26th.

IN THE MATTER OF PICKAWAY COUNTY GARAGE USE OF GREAT PLAINS NO-TILL DRILL:

Jonathan moved, seconded by Matt to approve not to charge the Pickaway County Garage for use of the Great Plains No-Till drill for use on county seedings. Board would like a MOU to be created for documentation purposes for county drill use. MOU to be presented at May meeting. Motion passed.

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

IN THE MATTER OF EMPLOYEE DISHONESTY COVERAGE:

Bill moved, seconded by Jonathan to approve purchasing Employee Dishonesty Coverage through OFSWCD for a 3-year term, for 8 individuals (Staff and Fiscal Supervisors), for $250,000 limit of coverage for $1,039.00. Motion passed.

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

IN THE MATTER OF DONATION TO THE OFSWCD OHIO ENVIROTHON:

Matt moved, seconded by Jonathan to donate $100.00 to the Don Rehl Memorial Fund and $100.00 to the Reeve's Rookies fund, for a total of $200.00. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 3/23/2024 and 4/06/2024 as follows: ***(Attachment C & D).*** Motion passed.

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

FYI – Review of District Items Purchase list
FYI – State Match Report – All funds received as of 4/4/2024
FYI – Calendar of Events – Dewey to attend commissioners meeting April 23, 2024
FYI – ODA Updates for Area 5 SWCD Board Meetings – March 2024 Report

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Jonathan to adjourn the April 16, 2024 Pickaway Soil & Water Conservation District meeting of the board at 9:48 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, May 21, 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
March 1 through March 31, 2024

Attachment A

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$57,312.87		
	Engineering Deposit Encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (+390.00)	11,885.82		
	Ag Day Program	-		
	Education Programs	1,074.21		
	EE Camps (+180.00 3-day camp regs +30.00 1 day camp=210)	4,160.37		
	Total MMA Checking Account		$100,646.99	
	Regular Checking Account		82,358.56	
	Petty Cash		140.50	
	Change Fund		100.00	
	Total District Accounts			**$183,246.05**
Ref				
several	Tree Sales	$ 190.00		
several	Fish Sales	$ 3,671.30		
several	Rain barrel & kits	$ 200.00		
several	Affiliate Memberships	$ 810.00		
several	EE Camp registration	$ 280.00		
several	Jr. EE Camp registrations	$ 30.00		
5340	Rain barrel kit only	$ 30.00		
***	Sales Tax Received for the Month	$ 257.83		
5224	Regular Checking Interest	$ 71.90		
	Total Receipts - Regular Checking Income		$5,541.03	
5225	MMA Checking Interest	$ 85.28		
	Total Receipts – MMA Account		$85.28	
		$ -		
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$5,626.31**
Ref	**Expenses**			
C2364	Visa - Dewey and son attended Pheasants Forever Banquet - sponsorship	$ 153.99		
C2364	Visa - Brad to attend Overholt Drainage School Mar 11 - 14, 2024	$ 600.00		
C2365	Fairfield SWCD - 850 trees for 5th Graders (white pine)	$ 552.50		
	Total Expenses Regular Checking		$1,306.49	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
176	Pickaway Co. Commissioners - Leadership Breakfast - Dewey attend	$ 10.00		
177	Duchess - air for van tires	$ 2.50		
	Total Expenses for Petty Cash		$12.50	
	Total Expenses			**$1,318.99**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$56,278.15		
	Engineering Deposit Encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (+810.00)	12,695.82		
	Ag Day Program	-		
	Education Programs	1,074.21		
	EE Camps (+280.00 3-day camp regs +30.00 1 day camp=310)	4,470.37		
	Total MMA Checking Account		$100,732.27	
	Regular Checking Account		86,593.10	
	Petty Cash		128.00	
	Change Fund		100.00	
	Total District Accounts			**$187,553.37**

Prepared by: Tara Deimer 4/3/2024 Checked by: Adrienne Kime 4/4/24
Date Date

Dewey Mann 4/4/24
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
March 1 through March 31, 2024

Beginning Special Fund Balance		**$931,964.12**
REVENUE		
State Match	$ -	
County Match for 2024	$ -	
Bureau of Workers Comp refund	$ -	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (2 pay periods 5 & 6)	$18,210.50	
PERS	2,500.19	
MEDICARE	255.50	
MEDICAL INSURANCE & DENTAL	2,856.06	
SUPPLIES		
Circleville Post Office - Bulk mail annual permit	320.00	
JS Custom Graphics & Computers-McAffe anti virus 4 computers	232.80	
Capital One/Walmart - wiper blades for 2019 Truck	28.88	
CONTRACT - SERVICES		
Xerox Copier Lease	244.04	
Verizon Wireless	124.79	
Frontier - Phone, DSL & Technician to find an extra line for internet	297.35	
Quench - water filter lease	48.77	
TRAVEL & EXPENSES		
Visa - Fuel	105.65	
EQUIPMENT		
2019 Ford Truck - oil change and tire rotation	79.14	
2012 Dodge Van - oil change and tire rotation	72.77	
Total Special Fund Expenses		**$25,376.44**
Ending Special Fund Balance		**$906,587.68**

Prepared by: Tawn Seimer 4/4/2024 Checked by: Adrienne Rose 4/4/24
Date Date

Denny Mann 4/16/24
Chair Date

Pickaway SWCD Leave Report
Pay Period #7 (3/10/2024 - 3/23/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	58.98	4.60	0.00	63.58
Brad Hughes	141.95	6.20	0.00	148.15
Katerina Sharp	168.30	4.60	0.00	172.90
Tawn Seimer	122.11	7.70	0.00	129.81
			Annual Leave Total	**514.44**

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	114.84	4.86	0.00	119.70
Brad Hughes	109.12	5.84	0.00	114.96
Katerina Sharp	632.94	4.90	0.00	637.84
Tawn Seimer	1,785.09	4.89	1.50	1,788.48
			Sick Leave Total	**2,660.98**

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	28.75	6.75	4.25	31.25
Brad Hughes (-10 hr. pay out)	12.00	22.25	0.00	34.25
Katerina Sharp (-10 hr. pay	35.67	(2.13)	0.00	33.54
Tawn Seimer	7.07	7.50	6.00	8.57
			Comp Time Total	**107.61**

Signature of Preparer: Tawn Seimer 3/25/2024
Date

Signature of Reviewing Board Member: 4-16-2024
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period # 8 (3/24/2024 - 4/6/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	63.58	4.60	0.00	68.18
Brad Hughes	148.15	6.20	0.00	154.35
Katerina Sharp	172.90	4.60	6.25	171.25
Tawn Seimer	129.81	7.70	0.00	137.51
			Annual Leave Total	**531.29**

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	119.70	4.60	0.00	124.30
Brad Hughes	114.96	4.80	0.00	119.76
Katerina Sharp	637.84	4.60	0.00	642.44
Tawn Seimer	1,788.47	4.60	0.00	1,793.07
			Sick Leave Total	**2,679.57**

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	31.25	0.00	0.00	31.25
Brad Hughes	34.25	5.25	23.50	16.00
Katerina Sharp (-10 hr comp pay out)	33.55	(10.00)	0.00	23.55
Tawn Seimer	8.57	0.00	0.00	8.57
			Comp Time Total	**79.37**

Signature of Preparer: Tawn Seimer 4/8/2024
Date

Signature of Reviewing Board Member: 4/16/24
Date

Only approved timesheets are included in report calculation