2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD APRIL 18, 2023

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 8:05 am.
Matt Anderson – Absent, Bill Black – Yes, Brian Reid – Absent, Dewey Mann – Yes, Jonathan Lohstroh - Yes

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

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

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC – No (QAR in Franklin County), Eli Ortiz – No, Matt Mauzy – No

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

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

Bill moved, seconded by Jonathan to approve minutes for the Regular Board Meeting held March 21, 2023. Motion passed.

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 March 2023 District Fund Financial Statement ***(Attachment A).*** 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 March 2023 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

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

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin was unavailable due to a QAR being performed in the Franklin County NRCS office.

IN THE MATTER OF TELECONFERENCE WITH OHIO JOB & FAMILY SERVICES ABOUT UNEMPLOYMENT BENEFITS:

A teleconference was conducted April 5, 2023 with the Ohio Department of Job & Family Services brought on by an appeal for unemployment payments for Shelley Steele by the District. Members present were Pickaway County Prosecuting Attorney, Judy Wolford; Supervisor, Bill Black and District Administrator, Tawn Seimer with Katerina Sharp as recorder. The representative of ODJFS explained to the group that the District was unable to go through the appeal process since we were not the employer at the time Ms. Steele had applied for unemployment. There is a two-year window after an employee leaves service that the employer and previous employers are obligated for unemployment benefit payments. Ms. Steele was let go from her position that she held after she left the District and when filing unemployment that position could not fund the total amount, therefore it falls to a previous employer to fund the balance of the request. Due to this information from ODJFS the appeal was verbally withdrawn. ODJFS is requesting reimbursement of unemployment benefits paid out. Tawn has discussed this with the County Commissioners office and has been informed that the request for payments for reimbursement are sent out quarterly. After discussion with the Board the payment will be taken out of the District's Salaries budget line item.

IN THE MATTER OF ANNUAL MEETING UPDATES:

Jonathan moved, seconded by Bill to have a joint Annual Meeting with Pickaway County Farm Bureau on September 9, 2023 at the Justin Barnes facility. The time will be determined. Motion passed.

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

IN THE MATTER OF THE SWCD NOMINATING COMMITTEE:

Matt is the Chairman of the Nominating Committee; he was unavailable at the meeting. Bill and Jonathan have agreed to re-run for supervisor this year. A list of potential supervisor candidates will be sent to Matt.

IN THE MATTER OF APPLICATIONS FOR THE 2023 DONALD E. MINOR, SR. SCHOLARSHIP:

Bill moved, seconded by Jonathan to accept the two 2023 Donald E. Minor, Sr. applications. Motion passed.

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

IN THE MATTER OF APPLICATIONS FOR INTERNSHIPS:

Jonathan moved, seconded by Bill to interview all the applicants. The staff will be doing the interviews. Motion passed.

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

IN THE MATTER OF DISTRICT TECHNICIAN APPLICATIONS:

Bill moved, seconded by Jonathan to interview the one applicant. Dewey will send a list of days that he is available to assist with the interview. The District Technician position will stay open until the end of May and may reopen in September if needed. Motion passed.

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

IN THE MATTER OF 2024 BUDGET:

The 2023 Budget was presented to the board, discussion of adding staff and increasing the amount from the County Commissioners in 2024 to help with the salaries will be followed up offline from the board.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Jonathan to approve the Employee Leave Reports as of pay period end dates 3/25/2023 & 4/08/2023 as follows: ***(Attachment C & D).*** Motion passed.

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

IN THE MATTER OF UPDATE ON THE VAN:

The van front turn signal lights are not working. Tawn has sent information on the problem by email to the Herrnstein service area. She has not heard back form them. Will follow up with a phone call to Herrnstein.

IN THE MATTER OF TECHNICIAN DESIGN PLANS APPROVAL:

Dewey will contact Nathan Rice and explain the process that the technicians are going through to get design plans approved.

FYI – State Match Report – payment will be received 4/18/2023 per email
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – April Report

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Jonathan, seconded by Bill to adjourn the April 18, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 9:29 a.m. 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, May 16, 2023 at 8:00 – 10:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Dewey Mann – Chairperson Date Brian Reid – Secretary Date

_____

Minutes Recorder Date

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
March 1 through March 31, 2023

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$65,336.97		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	3,642.74		
	Affiliate/Scholarship Fund (+ 2,270.00 for affiliate memberships)	10,603.07		
	Education Programs Encumbered	1,323.86		
	EE Camps	2,786.78		
	Total MMA Checking Account		$83,987.42	
	Regular Checking Account		79,536.29	
	Petty Cash		115.09	
	Change Fund		100.00	
	Total District Accounts			**$163,738.80**
Ref				
several	Affiliate memberships	$ 960.00		
several	Tree sales	$ 27.00		
several	Fish Sales	$ 4,819.00		
several	Plug Sale	$ 1,705.00		
several	Flag sales	$ 48.00		
several	Rain Barrels & kits	$ 455.00		
several	EE Camp registrations	$ 40.00		
3416	Jr. EE Camp registrations	$ 10.00		
***	Sales Tax Received for the Month	$ 337.40		
3371	Regular Checking Interest	$ 71.63		
	Total Receipts - Regular Checking Income		$8,473.03	
3372	MMA Checking Interest	$ 71.36		
	Total Receipts – MMA Account		$71.36	
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$8,544.39**
Ref	**Expenses**			
C2319	Emily Swope - 1st place District 8 Science Fair	$ 100.00		
C2320	Sophia Haughn - 2nd place District 8 Science Fair	$ 75.00		
C2321	Nicholas Jungers - 3rd place District 8 Science Fair	$ 50.00		
C2322	Fairfield SWCD - 850 white pine trees for 5th graders	$ 552.50		
	Total Expenses Regular Checking		$777.50	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
161	Big Lots - Blender for paper making program	$ 21.44		
	Total Expenses for Petty Cash		$21.44	
	Total Expenses			**$798.94**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$64,950.83		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	3,642.74		
	Affiliate/Scholarship Fund (+ 960.00 memberships -552.40 5th grade trees)	11,010.57		
	Education Programs Encumbered	1,323.86		
	EE Camps (+50 registrations)	2,836.78		
	Total MMA Checking Account		$84,058.78	
	Regular Checking Account		87,231.82	
	Petty Cash		93.65	
	Change Fund		100.00	
	Total District Accounts			**$171,484.25**

Prepared by: Tawn Seimer 4/5/2023 Checked by: Katie 4-13-23
Date Date

Terry Mar 4/18/23
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
March 1 through March 31, 2023

Beginning Special Fund Balance		**$872,562.47**
REVENUE		
Reimbursement from Franklin Co. for December 2022	$ 250.00	
Total Special Fund Revenue		**$250.00**
EXPENSES		
SALARIES (2 pay periods 5 & 6)	$16,967.00	
PERS	2,326.10	
MEDICARE	238.32	
MEDICAL INSURANCE & DENTAL	2,659.98	
BUREAU OF WORKERS COMP-BALANCE OF TRUE UP PMT	452.14	
SUPPLIES		
Capital One - Walmart office - dual cable to connect monitors	14.88	
Office Mart - paper, postcards	65.98	
CONTRACT - SERVICES		
Xerox Copier Lease	230.61	
Verizon Wireless	98.55	
Frontier - Phone, DSL	193.03	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	34.45	
Bill Black - reimbursement for parking @ Federation Mtg.	44.00	
EDUCATION / SCHOLARSHIP		
Visa - OFSWCD training - 2 Board, 3 Staff & Envirothon aucion item	715.50	
EQUIPMENT		
Perfection One - 2019 Truck oil change and tire rotation	82.63	
ADVERTISING / PRINTING		
APG Media of Ohio - Legal notice for 2022 Financial Report ready to	25.36	
2023 1/4 page Ad in Destination Pickaway booklet	475.00	
SERVICE & FEES		
Circleville Post Master - Bulk Mailing fee permit	290.00	
JS Custom Graphics & Computers - 4 Anti-virus renewals - remotely	258.80	
Total Special Fund Expenses		**$25,216.67**
Ending Special Fund Balance		**$847,595.80**

Prepared by: Tawn Seimer 4/4/2023 Checked by: Katie Ley 4-4-23
Date Date

Chair 4/18/23
Date

Pickaway SWCD Leave Report

Pay Period # 7 (3/12/2023 - 3/25/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	77.50	6.20	8.00	75.70
Katerina Sharp	197.20	4.60	0.00	201.80
Nathan Taylor	97.20	3.10	40.00	60.30
Tawn Seimer	102.66	7.70	0.00	110.36
			Annual Leave Total	**448.16**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	90.41	5.10	2.00	93.51
Katerina Sharp	516.50	4.64	0.00	521.14
Nathan Taylor	127.80	4.61	0.00	132.41
Tawn Seimer	1,730.53	4.70	0.00	1,735.23
			Sick Leave Total	**2,482.29**

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	15.88	13.13	0.00	29.01
Katerina Sharp -5hr comp payout	68.80	(3.88)	0.00	64.92
Nathan Taylor	32.73	0.38	0.00	33.11
Tawn Seimer	12.70	2.63	0.00	15.33
			Comp Time Total	**142.37**

Signature of Preparer: Tawn Seimer 3/27/2023

Date

Signature of Reviewing Board Member: 4/18/2023

Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report

Pay Period #8 (3/26/2023 - 4/8/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	75.70	6.20	8.00	73.90
Katerina Sharp	201.80	4.60	8.00	198.40
Nathan Taylor	60.30	1.55	0.00	61.85
Tawn Seimer	110.36	7.70	0.00	118.06

Annual Leave Total 452.21

Sick Leave

Employee	Begin	Earned	Used	End Balance
Brad Hughes	93.52	4.84	0.00	98.36
Katerina Sharp	521.14	5.06	0.00	526.20
Nathan Taylor	132.42	2.47	0.00	134.89
Tawn Seimer	1,735.23	4.83	0.00	1,740.06

Sick Leave Total 2,499.51

Comp Time

Employee	Begin	Earned	Used	End Balance
Brad Hughes	29.00	6.38	0.00	35.38
Katerina Sharp (-5 hr comp pay out)	64.92	7.00	6.50	65.42
Nathan Taylor	33.10	4.50	0.00	37.60
Tawn Seimer	15.32	6.00	0.00	21.32

Comp Time Total 159.72

Signature of Preparer: Tawn Seimer 4/10/2023
Date

Signature of Reviewing Board Member: 4/18/2023
Date

Only approved timesheets are included in report calculation